



# UNDERGRADUATE PROGRAMS CATALOG 2025-2026

*Revised 12/8/2025*

## Table of Contents

|  |    |
|--|----|
| Founder’s Message.....                             | 7  |
| Who We Are .....                                   | 8  |
| Brief Introduction .....                           | 8  |
| Mission & Core Values .....                        | 8  |
| Statement of Mission .....                         | 8  |
| Statement of Vision .....                          | 8  |
| Statement of Core Values.....                      | 9  |
| Statement of Objectives .....                      | 9  |
| Statement of Institutional Learning Goals.....     | 9  |
| Statement of Constituency .....                    | 9  |
| Statement of Public Service.....                   | 10 |
| Statement of Diversity.....                        | 10 |
| Statement of Nondiscrimination .....               | 10 |
| Background & History .....                         | 10 |
| Organizational Information .....                   | 12 |
| Institutional Structure .....                      | 12 |
| Corporate Board .....                              | 13 |
| Board of Regents .....                             | 13 |
| Administrators .....                               | 13 |
| Faculty.....                                       | 14 |
| Functions .....                                    | 19 |
| Academic Affairs.....                              | 19 |
| Student Affairs.....                               | 19 |
| Finance & Budgeting.....                           | 19 |
| Admissions & Recruitment .....                     | 19 |
| Accounts .....                                     | 19 |
| Career Placement & Student Advisory Services ..... | 19 |
| Compliance .....                                   | 20 |
| Facilities .....                                   | 20 |
| Institutional Aid.....                             | 20 |
| Human Resources.....                               | 20 |
| Information Services.....                          | 20 |
| Student Learning Resources & Library .....         | 21 |
| Records & Registration .....                       | 21 |
| The Undergraduate Academic Program .....           | 21 |
| Training Courses .....                             | 21 |
| Approvals and Authorizations.....                  | 21 |
| Modality of Instruction.....                       | 22 |

|  |    |
|--|----|
| Studying at NWSC .....                             | 22 |
| Facilities .....                                   | 22 |
| Building Hours.....                                | 23 |
| Campus Monitor .....                               | 23 |
| Resource Room.....                                 | 23 |
| Computer Laboratories .....                        | 23 |
| Study Rooms .....                                  | 23 |
| Student & Faculty Lounge .....                     | 23 |
| Library & Learning Resource Center Services.....   | 23 |
| Crime and Safety .....                             | 25 |
| Crime Reports.....                                 | 25 |
| Timely Warning .....                               | 25 |
| Student Services.....                              | 26 |
| Student Advising & Career Placement Services ..... | 26 |
| Tutoring .....                                     | 26 |
| Career Placement Services .....                    | 26 |
| Job Placement and Employment.....                  | 27 |
| Disability Resources.....                          | 27 |
| Classroom Accommodations.....                      | 27 |
| Exam Accommodations .....                          | 27 |
| Student Activities.....                            | 27 |
| Student Organizations .....                        | 27 |
| College Events.....                                | 27 |
| Financial Policies .....                           | 28 |
| Tuition & Fees.....                                | 28 |
| Students Accounts.....                             | 29 |
| Tuition Payment Procedure .....                    | 29 |
| Installment Financing Plan .....                   | 29 |
| Payment Discount & Refund.....                     | 29 |
| One-Time Full Tuition Payment Discount .....       | 29 |
| Institutional Refund Policy .....                  | 29 |
| Full Refunds.....                                  | 30 |
| Partial Refunds.....                               | 30 |
| Institutional Grants.....                          | 31 |
| President’s Grant.....                             | 31 |

|  |    |
|--|----|
| Course Materials .....   | 32 |
| Student Policies .....   | 32 |
| Code of Conduct.....   | 32 |
| Misrepresentation .....  | 32 |
| Academic Dishonesty.....   | 32 |
| Speech and Related Behavior .....  | 33 |
| Violence and Harassment.....   | 33 |
| Theft and Damage to Property.....  | 33 |
| Code of Conduct – Proceedings .....  | 33 |
| Code of Conduct Violation Reporting Procedure .....                                  | 33 |
| Initial Assessment .....   | 34 |
| Review Procedure.....  | 34 |
| Appeals .....  | 34 |
| Code of Conduct – Sanctions .....  | 34 |
| Student Grievances .....   | 35 |
| External Complaints.....   | 35 |
| Prohibiting Harassment and Sexual Misconduct .....                                   | 35 |
| Harassment.....  | 36 |
| Sexual Misconduct.....   | 36 |
| Resources.....   | 37 |
| Illinois Domestic Violence Act: Rights of Victims .....                              | 37 |
| Harassment Reporting Procedure .....   | 38 |
| Drug- and Hate Crime-Free Campus .....   | 38 |
| Policy on Illegal Drugs & Alcohol .....  | 39 |
| Policy on Non-Sexual & Hate Crimes.....  | 42 |
| Policy on Sexual/Domestic/Dating Violence & Stalking .....                           | 44 |
| Counseling Resources.....  | 50 |
| Dangerous Objects .....  | 50 |
| Dress Code.....  | 50 |
| Copyright and Licenses.....  | 51 |
| Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws..... | 51 |
| Email .....  | 51 |
| Electronic Use.....  | 51 |
| Vaccinations .....   | 52 |
| Privacy of Records .....   | 52 |
| Academic Calendar .....  | 54 |
| Observed Holidays.....   | 55 |
| Admissions .....   | 55 |
| General Admissions Requirements .....  | 55 |

|   |    |
|---|----|
| Cooperative Programs Admission Requirements .....   | 56 |
| Admission Procedure .....   | 56 |
| Returning Student Admission Steps.....  | 56 |
| Transfer Student Admission Steps .....  | 57 |
| Provisional Admission & Academic Probation Policy.....  | 57 |
| Academic Probation Terms .....  | 57 |
| Academic Programs .....   | 58 |
| General Education .....   | 58 |
| Associate of Applied Science in Medical Assisting.....  | 59 |
| Requirements for Graduation .....   | 59 |
| Program Objectives .....  | 59 |
| Occupational Objectives.....  | 59 |
| Program of Study.....   | 60 |
| Medical Assistant Certificate Transfer Credits to Associate of Applied Science in Medical Assisting.....                                    | 61 |
| Bachelor of Health Science.....   | 62 |
| Requirements for Graduation .....   | 62 |
| Program Objectives .....  | 62 |
| Occupational Objectives.....  | 62 |
| Program of Study.....   | 63 |
| Bachelor of Science in Biology .....  | 65 |
| Requirements for Graduation .....   | 65 |
| Program Objectives .....  | 66 |
| Occupational Objectives.....  | 66 |
| Program of Study.....   | 66 |
| Academic Policies.....  | 69 |
| Responsibility of the Student .....   | 69 |
| Evaluation of Transfer Credits for Degree Programs .....  | 69 |
| Application of Credit Transfer .....  | 69 |
| Application of Credit Transfer from Medical Assisting Certificate Program to Associate of Applied Science in Medical Assisting Program..... | 70 |
| Credit for Prior Learning (CPL) (AAS-MA Program Only) .....   | 70 |
| Transfer of Credit Disclaimer.....  | 70 |
| Standards for Credit Evaluation.....  | 70 |
| Transcript of Academic Record .....   | 71 |
| Satisfactory Academic Progress .....  | 71 |
| SAP Evaluation .....  | 71 |
| Credit Policies .....   | 72 |
| Course Scale and Course Grading.....  | 72 |
| Grade Changes.....  | 73 |

|   |    |
|---|----|
| Course Load .....   | 74 |
| Minimum Cumulative GPA .....  | 74 |
| Timely Completion.....  | 74 |
| Maximum Time Frame & Minimum Completion of Work .....                           | 74 |
| Academic Probation .....  | 75 |
| Appeal of Academic Dismissal .....  | 75 |
| Minimum Graduation Requirements .....   | 75 |
| Program Withdrawals.....  | 75 |
| Program Change .....  | 76 |
| Course Drops and Withdrawals.....   | 76 |
| Attendance .....  | 77 |
| Repeating Courses.....  | 77 |
| Leave of Absence.....   | 77 |
| Exam Procedures.....  | 77 |
| Externships .....   | 78 |
| Community Engagement.....   | 78 |
| Course Syllabi .....  | 78 |
| High School or Program Verification.....  | 78 |
| Technical Requirements for Populi Learning Management System (Recommended)..... | 79 |
| NWSC Course Descriptions.....   | 79 |
| Course Numbering .....  | 79 |
| Training Courses.....   | 80 |
| Department of Biological Sciences.....  | 81 |
| Department of Communication .....   | 84 |
| Department of Health Sciences .....   | 84 |
| Department of Humanities & Fine Arts .....                                      | 88 |
| Department of Language & Literacy .....   | 89 |
| Department of Mathematics & Finance .....                                       | 90 |
| Department of Medical Assisting.....  | 92 |
| Department of Physical Sciences .....   | 93 |
| Department of Research & Development.....                                       | 95 |
| Department of Social & Behavioral Sciences .....                                | 96 |

## Founder's Message

On behalf of the Corporate Board, Board of Regents, Administration, and Faculty, I welcome you to Northwest Suburban College.

The question being asked most often today is whether or not students are receiving an education that jump-starts their careers upon graduation. Are they gaining practical experience they can use in a rapidly changing world? At Northwest Suburban College, we are proud to say that this is a founding principle. All of our courses are intended to foster vocational competence and academic excellence for the future growth of our students into professional fields.



Another issue plaguing academia and students alike is the skyrocketing student debt and accompanying loan repayment default crisis. Again, at Northwest Suburban College, we have developed an institution that recognizes the need for students to graduate without being saddled with large accumulated debt. Our programs are employment-focused and aimed at enabling our students to make the most efficient use of their time and graduate much sooner.

Northwest Suburban College was established in 2008 as an independent, private, not-for-profit institution committed to providing quality, employment-oriented, and affordable education. With these goals in mind, NWSC strives to disseminate knowledge with passion and innovation, fostering each and every student's educational aspiration. In order to serve a variety of students who will, in turn, serve society at large, the College currently offers multiple allied health certification programs and undergraduate degrees. Our graduates' achievements are made possible by NWSC's small college environment and low teacher-to-student ratio—enabling one-on-one attention and personalized education—as well as our broad affiliations with various externship and placement sites.

For those new to our college, you will find that NWSC's success is due in large part to our dedicated faculty, staff, and of course, our aspiring students. Collaboratively, we create an environment that fosters a love for learning, lifelong friendships, and opportunities for networking. A strong sense of support and encouragement fuels success for each and every student, and I hope you will reap the benefits of a caring community that believes in the power of education.

Sincerely,

*Dr. M.T. AliNiasee*

Founder

Northwest Suburban College

## Who We Are

### Brief Introduction

Located in Rolling Meadows, Northwest Suburban College (NWSC) is a private, non-profit, four-year degree-granting institution approved by the Illinois Board of Higher Education (IBHE) and accredited by the Accrediting Bureau of Health Education Schools (ABHES). NWSC offers undergraduate degree programs in Biology (BSB), Health Science (BHS), and Medical Assisting (AAS-MA), as well as certificate programs in Medical Assisting, Dental Assisting, and Pharmacy Technician. Our Pre-Medical, Pre-Physician Assistant, and other health profession pathways prepare students for advanced study and successful entry into the healthcare field through articulation agreements with partner universities. Rooted in values of integrity, service, and lifelong learning, NWSC is dedicated to providing accessible, high-quality education that empowers students to pursue meaningful careers and contribute to their communities.

| School of Undergraduate Studies<br>(Degrees)      |
|---|
| Associate of Applied Science in Medical Assisting |
| Bachelor of Health Science                        |
| Bachelor of Science in Biology                    |

This catalog provides policies and procedures for all programs. Please refer to the corresponding sections for specific information.

### Mission & Core Values

#### Statement of Mission

Northwest Suburban College's mission is to provide high-quality and affordable education, promoting individual growth and achievement, leading to scholarly pursuit and gainful employment opportunities.

#### Statement of Vision

Northwest Suburban College's vision is to establish a world-class center of higher education that benefits humanity at large, with the underlying values of service, compassion, and excellence. We seek to establish a vibrant university that promotes knowledge in a multicultural, intellectually curious, and creative environment.

The College wishes to be recognized for the following:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of methodologies that create new standards in outcomes and achievements of academic excellence
- Understanding of and meeting the changing needs of our students, communities, and other constituents
- Creating excellence in student and constituent services

### Statement of Core Values

Northwest Suburban College is moving toward its mission by offering a wide range of programs to a diverse group of students and recruiting highly motivated, experienced, and dedicated faculty. Our success and satisfaction come from standards that we have established for all members of the College, including the promotion and emphasis of the following core values:

- **Intellectual Pursuit** – NWSC strives for the highest degree of intellectual pursuit in teaching, innovation, and scholarly research.
- **Freedom of Expression and Inquiry** – NWSC believes in the utmost level of freedom of expression and independence to explore different ideas and to chart new directions of inquiry.
- **Diversity and Multiculturalism**– NWSC believes that societies improve through multiculturalism and diversity of people, ideas, and cultures. It respects all faiths and beliefs and sees the beauty in their interactions. It emphasizes that the students understand and appreciate the goodness in all faiths.
- **Community Service** – Communities form the bedrock of societies. NWSC believes that community service must be a cornerstone of our educational philosophy.

### Statement of Objectives

Northwest Suburban College pursues the following objectives to support its mission statement:

- Offer academic excellence through structured curricula, extensive guidance, and small-size classes.
- Offer curricula-intensive preparation for entry-level positions in various fields and the groundwork for success in an ever-changing work world.
- Develop programs that enhance academic skills essential for employment and life-long learning.
- Provide career guidance to produce realistic goals and aid in understanding current job markets.
- Foster externships with clinics, hospitals, and other healthcare facilities to develop the training of our students and employment opportunities for our graduates.
- Make available a variety of support services necessary to the college experience.

### Statement of Institutional Learning Goals

The overall objectives of the College's academic programs include the following:

- To encourage the achievement of marketable skills required for employment
- To facilitate the growth of knowledge, attitudes, and values required for intellectual excellence
- To develop an appreciation of and interaction with the social experiences of various cultures

### Statement of Constituency

The College serves all those who are desirous and capable of undertaking higher education. The student populations that the College is committed to serving include the following:

- Students who recognize quality education as a means to pursue progress in their lives
- Students from all economic backgrounds, including those with fewer financial resources, who may need the assistance of grants, loans, and institutional aid
- Students from various ethnic and immigrant communities

### **Statement of Public Service**

The College is committed to public service as an integral part of its mission. Academic programs offered at the College emphasize and integrate principles of service. In addition, public service involves the application of College personnel's professional training and competence to issues and problems of significance to our constituencies and that are related to the objectives of the College's academic programs. In pursuing its stated goals and objectives, the College serves the public goodby:

- Identifying and offering its services to underserved constituencies of learners
- Providing needed skills and credentials to its students
- Enhancing the academic areas by further developing educational content
- Promoting the development of new techniques and strategies in education
- Stimulating the economy through employment
- Directly supporting programs to benefit the community in which the College operates

### **Statement of Diversity**

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse nature of people.

### **Statement of Nondiscrimination**

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The College complies with state and federal laws such as Title IX, Title VI, and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

### **Background & History**

Northwest Suburban College was founded in 2008 as a not-for-profit institution by Professor Mohammed T. AliNiasee, which serves as a culmination of his persistent dream of establishing a world-class center of higher education dedicated to science and medicine.

The beginning was modest: In 2008, he purchased two buildings totaling 23,000 square feet located in the Stonehill Square Business Complex in the City of Rolling Meadows. In 2009, this facility became the Northwest Suburban College campus, and in December of the same year, two students enrolled in the

allied health science certificate programs. Fortunately, NWSC has come a long way during the past 14 years as it has now graduated over 700 students in the allied health and basic sciences undergraduate programs.

Due to the focused efforts of the President and the Board of Regents, the team is laying the foundation for an excellent educational setting that embodies the notion that the cost of an education should not hinder one's growth. As such, NWSC provides an environment that nurtures various learning styles and backgrounds, with an emphasis on the underprivileged communities and deserving students. Given below are highlights of NWSC's journey:

- **November 2008:** Northwest Suburban College of Basic and Allied Health Sciences is established as an independent, private, not-for-profit institution of higher education by a local family's philanthropic undertaking.
- **December 2009:** NWSC is authorized to operate through the Illinois State Board of Education (ISBE) for the School of Allied Health Sciences' certificate programs.
- **February 2010:** NWSC becomes an approved testing site for the National Healthcareer Association (NHA) for NWSC's certificate programs.
- **October 2010:** The Illinois Board of Higher Education (IBHE) grants NWSC the authority to operate in the State of Illinois.
- **January 2011:** NWSC's School of Basic Sciences begins offering undergraduate classes.
- **August 2011:** The Illinois Board of Higher Education grants NWSC authority to award degrees in biology at an associate level.
- **December 2011:** The Illinois Board of Higher Education grants NWSC authority to award the Associate of Applied Science in Physical Therapist Assistance degree.
- **October 2013:** The Illinois Board of Higher Education grants NWSC authority to award bachelor's degrees in biology and chemistry.
- **August 2014:** The first batch of undergraduate students graduate from the School of Basic Sciences.
- **January 2017:** NWSC's Medical Assistant and Dental Assistant programs are approved by American Medical Technologists (AMT).
- **August 2018:** NWSC suspends its undergraduate program.
- **January 2019:** IBHE-PBVS approved NWSC's application for the updated Pharmacy Technician Certificate Program (600 Clock Hours).
- **2020+:** NWSC's Dental Assistant, Medical Assistant, and Pharmacy Technician programs continue to be approved by the PBVS division of IBHE. NWSC remained focused on the safety of students, faculty & staff over the course of the COVID-19 pandemic by instituting a Hybrid Learning (HL) modality of instruction, which effectively combined online didactic teaching with onsite lab-work and exams. NWSC has PBVS approval for this HL instruction for the Medical Assistant, Dental Assistant, and Pharmacy Technician Programs.
- **August 2022:** NWSC is institutionally accredited by ABHES (Accrediting Bureau for Health Education Schools).
- **June 2025:** Northwest Suburban College receives its degree-granting authority from the Illinois Board of Higher Education (IBHE).
- **September 2025:** NWSC receives its Undergraduate Degree Programs accreditation from the Accrediting Bureau of Health Education Schools (ABHES).
- **December 2025:** IBHE-PBVS approved NWSC's application for the Magnetic Resonance Imaging (MRI), Sterile Processing Technician, and Healthcare Management certificate Programs.

## Organizational Information

### Institutional Structure

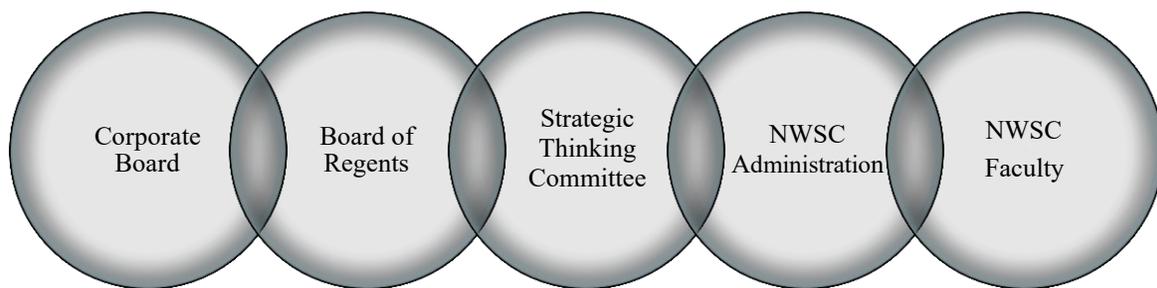
The College is incorporated as Taskin Educational Organization, which is a non-profit corporation organized under the laws of the State of Illinois, and granted 501(c) (3) tax-exempt status as a charitable organization. The Corporate Board (CB) of Taskin Educational Organization is the final guarantor of the College's fidelity to its educational mission and vision. The CB is responsible for the College's endowment and non-profit status and devotes its efforts to secure financial backing for the support and growth of the College.

The governing body of Northwest Suburban College is the Board of Regents (BOR). The BOR makes all final determinations about college policy; approves the budget; and hires, reviews, and may dismiss the College President.

The Strategic Thinking Committee (STC) is the planning group of the College. It includes members of the Boards, members of the Administration and Faculty, and members of the public. The STC works with the Administration and Boards to develop short- and long-term strategic plans for the College.

The College Administration determines the programs and operations that the College will pursue as the means of achieving its mission, objectives, and plans. The Administration and College Faculty work together to implement these programs and operations.

Together, the CB, BOR, STC, Administration, and Faculty embody the long-range vision of the institution and how it can successfully achieve a greater good.



### Corporate Board

The Corporate Board is entrusted with the ultimate authority of Taskin Educational Organization (TEO), a not-for-profit Illinois corporation, DBA Northwest Suburban College. The Corporate Board meets at least once a year and oversees the academic and financial progress of the institution, developments of initiatives for the long-term growth of the institution, and makes certain the founders' vision is promoted.

The Corporate Board constitutes three to eight members. The Board currently includes:

| Title          | Name                     |
|----------------|--------------------------|
| President      | Tajuddin Ahmed, MD       |
| Vice President | Mateen AliNiazee, MD     |
| Treasurer      | Khalid Sami, MD          |
| Secretary      | Mubeen M. AliNiazee, MBA |
| Member         | Nahid A. AliNiazee, MEd  |

### Board of Regents

The Board of Regents is an independent, self-nominating, and confirming group responsible for college governance and operations. The Board of Regents acts to clarify the mission, approve short- and long-term programs, and monitor and evaluate the performance of the institution. The Board of Regents acts as a fiduciary group that enforces—under the direction of the Chairman—major policies; long-term plans; educational programs; annual budgets; and ensures that adequate human, financial, and physical resources are available to the College. The Board of Regents also works to enhance public image and community involvement, endowment, fundraising, evaluation of the College President, and other areas related to participation in the College's growth and development.

The membership of the Board ranges from seven to seventeen members. The Board currently includes:

| Title            | Name                    | Title  | Name                |
|------------------|-------------------------|--------|---------------------|
| Chairman         | Mr. Sakkaria Kader      | Member | Dr. Imaad Shaikh    |
| Vice-Chairman    | Mr. Musbahulddin Syed   | Member | Mr. Qutub Farooqui  |
| Acting Secretary | Mr. Ahmeddulla Siddiqui | Member | Mr. Talat Rashid    |
| Member           | Ms. Fatema Mirza        | Member | Mr. Thabraize Ahmed |
| Member           | Dr. Mateen AliNiazee    | Member | Mr. Adnan Khan      |
| Member           | Mr. Rafeek Kottai       | Member | Mr. Ahamad Fadlalla |

### Administrators

NWSC employees include administrators, staff, and faculty. Administration includes college employees responsible for the maintenance and supervision of the institution. The current list of administrators includes:

| Title  | Name                     | Contact Information |
|--|--------------------------|---------------------|
| Acting President & Provost                                       | Dr. Jay Shahed MD, MBA   | jshahed@nwsc.edu    |
| Vice President of Finance & Budgeting                            | Mr. Edgar Montalvo, MBA  | emontalvo@nwsc.edu  |
| Director of Admissions & Marketing, Registrar & PDSO             | Ms. Cynthia Stong, MS    | cstong@nwsc.edu     |
| Director of Student Services & Programs, Accreditation Associate | Dr. Gayathree Raman, PhD | graman@nwsc.edu     |
| Librarian  | Ms. Mary Byrne, MLS      | mbyrne@nwsc.edu     |
| Marketing & Administrative Associate                             | Ms. Lauren Furth, BA     | lfurth@nwsc.edu     |
| Human Resources & Accounts Associate                             | Ms. Anusha Qadeer, BS    | aqadeer@nwsc.edu    |
| IT Support   | Dr. Mohammed Salam, PhD  | itsupport@nwsc.edu  |

## Faculty

NWSC has a growing community of faculty, including adjunct instructors:

| Name & Title   | Brief Biography   |
|--|---|
| <p><b>M.T. AliNiasee, PhD</b><br/> <i>Professor</i><br/>           Dept. of Biological Sciences<br/>           Dept. of Research &amp; Development</p> | <p>Dr. M.T. AliNiasee received his PhD from the University of California, Riverside in 1970 and has since been involved in research and teaching at major U.S. universities, including the University of California at Davis and Oregon State University. He is the founder of NWSC, serves as its president, and teaches courses in biology and research &amp; development.</p>  |
| <p><b>Asefa Ansari, PhD</b><br/> <i>Assistant Professor</i><br/>           Dept. of Biological Sciences</p>  | <p>Dr. Asefa Ansari received her PhD in zoology-entomology from the University of Reading in the United Kingdom and has over 30 years of experience in teaching and research at different universities and colleges. In addition to teaching at National Louis University, Dr. Ansari teaches in the Department of Biology at NWSC, adding to her many years of teaching experience.</p>  |
| <p><b>Dr. Sonji G. Barnes, PhD, MEd, MS</b><br/> <i>Professor</i><br/>           Dept. of Humanities &amp; Fine Arts</p>                               | <p>Dr. Sonji G. Barnes is an experienced educator specializing in Psychology, Sociology, and Public Health. She has taught both undergraduate and graduate courses at institutions including Computer Systems Institute, Erikson Institute, ASA College, and Northwestern University's Center for Talent Development. Dr. Barnes combines her academic expertise with extensive leadership experience in education and student wellness, emphasizing equity, social justice, and community engagement to enhance learning outcomes. She holds a PhD in Curriculum &amp; Instruction from the University of Illinois at Chicago, an MS in Education from Erikson Institute, an MEd in Counseling &amp; Student Development, and a BS in Business from Tuskegee University.</p> |

|  |   |
|--|---|
| <p><b>Eva Legados Barrera, BSN, MSN, RN</b><br/> <i>Assistant Professor</i><br/> Department of Health Sciences</p> | <p>Eva Legados Barrera brings over 25 years of clinical and instructional experience in the field of nursing. She holds active RN licensure in Arizona, Illinois, and California, and earned her Master of Science in Nursing Education from the University of Phoenix. Professor Barrera has taught extensively in both Licensed Practical and Associate Degree Nursing programs, with specialization in Fundamentals of Nursing, Medical-Surgical Nursing, OB, Pediatrics, Pharmacology, and Community Health. Her teaching background includes faculty roles at Loyola University of Chicago, PIMA Medical Institute, and New Lake College. In addition to her clinical and academic expertise, she is well qualified to teach Anatomy &amp; Physiology, Medical Terminology, Medical Assisting courses, and core healthcare courses in the Bachelor of Health Sciences (BHS) program. Professor Barrera integrates simulation, clinical relevance, and evidence-based practice into her instruction to prepare students for professional healthcare careers with competence and compassion.</p> |
| <p><b>Bruce Elegant, MPH</b><br/> <i>Assistant Professor</i><br/> Department of Health Science</p>                 | <p>Bruce Elegant is an Adjunct Faculty Instructor at Aurora University and serves as an Assistant Professor in Health Systems Management at Rush University. Formerly, he was President &amp; CEO of Rush Oak Park, and today he brings over two decades of executive leadership experience in hospital and outpatient care settings into the classroom. Through his teaching and public communications—such as recent appearances on <i>Becker’s Healthcare Podcast</i>—Bruce offers students real-world insights into healthcare staffing, regulatory shifts, AI adaptation in clinical environments, and data-driven leadership strategies.</p>  |
| <p><b>Isaac Gold, PhD</b><br/> <i>Assistant Professor</i><br/> Dept. of Mathematics &amp; Finance</p>              | <p>Having earned his doctoral and master’s degree in mathematics, Dr. Isaac Gold has several years of experience in academia, including his roles as department chair, director, and faculty. In addition, Dr. Gold has another master’s degree in management, and this, combined with his higher education administrative experience, including his role as founding president of American Islamic College, contributes to his success as NWSC Dean of Admissions, Registration, and Records and faculty in the Department of Mathematics.</p>   |

|  |  |
|--|--|
| <p><b>Huda Husseini, MS</b><br/> <i>Adjunct Instructor</i><br/> Dept. of Physical Sciences</p>                         | <p>With a master’s degree in chemistry obtained from the University of Illinois at Chicago in 2012, Ms. Husseini has contributed her knowledge of chemistry at Hikma Pharmaceuticals and Eclipse Publishing Company. In addition, Ms. Husseini is recognized for making science accessible to today’s students through her innovative teaching strategies at such institutions as the University of Illinois at Chicago, the College Preparatory School of America, and Northwest Suburban College.</p>  |
| <p><b>Shazia Ilyas, ALM</b><br/> <i>Instructor</i><br/> Dept. of Language &amp; Literacy</p>                           | <p>Having earned a master’s degree in creative writing and literature from Harvard University and bachelor’s degrees in English and philosophy from Roosevelt University Chicago, Shazia has worked in education for over a decade. In addition to teaching at various levels, she has served as a dean and administrator at multiple higher education institutions, including NWSC. Today, she returns to NWSC to teach in the Department of Language and Literacy.</p>   |
| <p><b>Anthony McIntosh, BA, MPH</b><br/> <i>Assistant Professor</i><br/> Dept. of Social &amp; Behavioral Sciences</p> | <p>Anthony McIntosh is a PhD cohort specializing in social epidemiology and the social determinants of health. He has over six years of teaching experience in public health and has held leadership roles within the Department of Surgery at both Loyola University and Northwestern University, contributing to initiatives focused on improving health outcomes and addressing disparities.</p>  |
| <p><b>Fatema R. Mirza, MBA, MPA</b><br/> <i>Instructor</i><br/> Dept. of Health Sciences</p>                           | <p>Ms. Fatema Mirza utilizes her MBA in health services management from Keller Graduate School and MPA in nonprofit management to serve as Board President of Worry-Free Home Care, Principal Consultant at Worry-Free Health, and Associate Director at Atlantis Health Group. With over 20 years of experience in the healthcare sector, Ms. Mirza also serves as faculty in the NWSC Department of Health Sciences.</p>   |
| <p><b>Edgar Montalvo, MBA, MCE</b><br/> <i>Instructor</i><br/> Dept. of Mathematics &amp; Finance</p>                  | <p>Edgar Montalvo not only serves as NWSC’s Vice President of Finance and Budgeting; he is also faculty in the Department of Mathematics &amp; Finance. Having received his MBA from the University of Chicago and a master’s degree in civil engineering from Norwich University, Mr. Montalvo has served in various capacities, including Economic Officer/Military Liaison for the U.S. Army, Department of State and Program Manager for the U.S. Army Corps of Engineers. Having years of experience as a financial officer, Mr. Montalvo now serves as President and Chief Executive Officer at Kirkuk Global, along with his roles at NWSC.</p> |

|   |  |
|---|--|
| <p><b>Eugene Muhammad, MDiv, MSED</b><br/> <i>Instructor</i><br/> Dept. of Humanities &amp; Fine Arts</p>               | <p>Dr. Eugene Muhammad earned his master’s degree in education leadership and curriculum foundation from Chicago State University and his Master of Divinity from Chicago Theological Seminary. He is currently completing his doctoral degree from Chicago Theological Seminary while teaching at a variety of colleges and universities, including Purdue University Northwest and Oakton Community College. At NWSC, Dr. Muhammad teaches courses in the Department of Humanities &amp; Fine Arts.</p>  |
| <p><b>Gayathree Raman, PhD</b><br/> <i>Program Manager</i><br/> <i>Instructor</i><br/> Dept. of Biological Sciences</p> | <p>Dr. Raman has a Masters in Medical Laboratory technology and PhD in Molecular Biology. She has more than five years of experience at NWSC serving under various administrative roles and assisting Programs Directors/Managers, Faculty, and Externship Coordinators with regards to externships, advising, student affairs, accreditation, and career placement services. Dr. Raman has managed the Financial &amp; Institutional Aid functions at NWSC and is currently the Programs Manager.</p>   |
| <p><b>Dr. Ghazi M. Sarhan, PhD</b><br/> <i>Professor</i><br/> Dept. of Mathematics &amp; Finance</p>                    | <p>Dr. Ghazi M. Sarhan is an experienced mathematics educator with a PhD in Mathematics Education from Holy State University. He has taught both developmental and undergraduate math courses in face-to-face, blended, and online formats across multiple institutions, including Dominican University, Triton College, Roosevelt University, and Robert Morris University. Dr. Sarhan currently teaches in our undergraduate program, integrating technology such as Blackboard, MyMathLab, WebAssign, and smart boards to enhance the learning experience. He employs diverse teaching techniques to engage students effectively and has a proven track record of high student evaluations, curriculum development, and mentoring new faculty. In addition, he has initiated partnerships with local schools to promote advanced math learning. Prior to his academic career, Dr. Sarhan worked as a civil/environmental engineer. He is a member of the National Council of Teachers of Mathematics (NCTM) and the American Society of Civil Engineers and has been recognized for excellence in teaching.</p> |

|   |  |
|---|--|
| <p><b>Jay Shahed, MD, MBA</b><br/> <i>Acting President &amp; Provost</i><br/> <i>Professor</i><br/> Dept. of Health Science</p>                 | <p>Dr. Jay Shahed teaches a wide range of foundational and advanced courses in the biological and health sciences, including Human Anatomy &amp; Physiology I &amp; II, Medical Terminology, Pathophysiology, Introduction to Healthcare, Healthcare in the U.S., and Leadership in Healthcare. He holds a medical degree, an MBA, and a BS in Biology. With over 35 years of academic and administrative experience, Dr. Shahed emphasizes student-centered learning, clinical relevance, and interdisciplinary integration to prepare students for careers in healthcare and future graduate study. His teaching approach fosters critical thinking, applied knowledge, and leadership development, equipping students with the competencies needed to succeed as healthcare professionals in a dynamic and diverse environment.</p>   |
| <p><b>Mohammad Siddiqi, PhD</b><br/> <i>Professor</i><br/> Dept. of Language &amp; Literacy</p>   | <p>In addition to earning his graduate degree in physics, Dr. Mohammad Siddiqi earned a master's in mass communication from the University of Illinois at Chicago and a doctoral degree in the same field from Temple University. His extensive experience ranges from serving as Executive Director of Sound Vision Foundation to his roles as a key administrator at various universities, including Dean of Academic and Student Affairs at NWSC. Today, Dr. Siddiqi continues to contribute to the NWSC community as faculty in the Department of Language and Literacy.</p>   |
| <p><b>Cynthia Stong, MS</b><br/> <i>Director of Admissions &amp; Marketing</i><br/> <i>Assistant Professor</i><br/> Dept. of Health Science</p> | <p>Cynthia Stong joined NWSC as the Director of Admissions &amp; Marketing with more than 23 years of experience in enrollment management, teaching, and higher education leadership. Cynthia has recently served as Executive Director of ADP Programs for Concordia University Chicago. She was also the Online Enrollment Manager for Indiana State University, where she developed and managed the enrollment processes, resulting in a 200% increase in the online student population over a span of 5 years. Cynthia has taught management, marketing, merchandising, and seminar/capstone classes for Indiana State University in both residential and online sections in the BS in Textiles &amp; Apparel Management program. Additionally, she has worked closely with the Indiana Commission for Higher Education (CHE) in regards to their “you can go back” initiative, as well as the Indiana Council for Continuing Education (ICCE). Education is important to Cynthia as she is a non-traditional student herself, and completed her BS in Business from Capella University and received an MS in Human Resources Development from Indiana State University. Cynthia is currently completing an MBA and pursuing a DBA in the near future.</p> |

## Functions

### Academic Affairs

This function is responsible for the development, delivery, and quality assurance of the College's academic programs. The Division is led by the Provost, who has oversight of both the Undergraduate and the Allied Health Sciences Programs. The Provost oversees the Director of Programs, who is responsible for implementing all academic policies and programs concerning certificate program faculty and students.

### Student Affairs

Managed by the Director of Student Services & Programs, Student Affairs is responsible for the provision of ancillary services to support the academic programs of the College. Student Affairs responds to requests from Academic Affairs to develop services and initiatives responsive to the needs of the instructional programs and instructional support.

### Finance & Budgeting

This function is responsible for the management of the College's financial, physical, and technological assets and the preparation of the institution's financial statement. The Vice President of Finance & Budgeting is responsible for implementing all finance-related policies, and preparing and overseeing the budget under the oversight of the President's Office, along with input from the various divisions of the College for planning purposes.

### Admissions & Recruitment

[admissions@nwsc.edu](mailto:admissions@nwsc.edu)

Monday – Friday: 9:00AM – 5:30PM

Saturday: By Appointment

The Admissions/Recruitment function interfaces with prospective students by providing accurate information and support for academic programs, campus tours, and applications for admission, readmission, and enrollment verification. The division is overseen by the Director of Admissions & Marketing, supervised by the Provost's Office, and assisted by the Admissions Associate.

### Accounts

[accounts@nwsc.edu](mailto:accounts@nwsc.edu)

Monday – Friday: 9:00AM – 5:00PM

The Accounts division handles tuition payment arrangements, refunds, questions regarding billing information, payroll, accounts payables, accounts receivable, and tax information. This division is led by the Vice President of Finance & Budgeting and supported by the Provost and Accounts Associate.

### Career Placement & Student Advisory Services

[careerservices@nwsc.edu](mailto:careerservices@nwsc.edu)

Monday – Friday: By Appointment

This function supports students with advising and job placement support. It offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, support with resumes, cover letters and interviewing strategies, and information on job/career fairs. This division is led by the Director of Programs.

### **Compliance**

[admin@nwsc.edu](mailto:admin@nwsc.edu)

Monday – Friday: By Appointment

Led by the Director of Programs, this function ensures that the College stays up-to-date on all regulatory and accreditor requirements and coordinates student complaints, grievances, and disciplinary procedures.

### **Facilities**

[safety@nwsc.edu](mailto:safety@nwsc.edu)

Monday – Thursday: 9:00AM – 10:00PM

Friday: 9:00AM – 5:30PM

Saturday – Sunday: Varies; Contact the NWSC Operator for Timings

Operations, maintenance, and security of College facilities are supervised by the Dean of Records.

### **Institutional Aid**

[finaid@nwsc.edu](mailto:finaid@nwsc.edu)

Monday – Thursday: 9:00AM – 2:00PM or By Appointment

Institutional Aid provides information about institutional grant requirements and student eligibility, describes and audits the requirements for academic programs, and compiles institutional grant application documents provided by students. Managed by the Institutional Aid Administrator, this function assists students in researching and acquiring potential aid to pay for college costs and applying for institutional grants and external resources for additional grants, scholarships, or loans.

### **Human Resources**

Monday – Friday: 9:00AM – 5:30PM

Supervised by the President's Office and led by the Human Resources Associate, this function ensures that the College has all necessary records for employees and independent contractors (both faculty and staff), and operates in compliance with HR guidelines and legal requirements.

### **Information Services**

Monday – Friday: 9:00AM – 5:30PM

This function ensures proper functioning of College computer hardware and software, email, databases and internet services. It is supervised by IT Support.

## **Student Learning Resources & Library**

[library@nwsc.edu](mailto:library@nwsc.edu)

Monday – Friday: 9:00AM – 5:30 p.m.

Online: Monday – Sunday: 24 Hours

NWSC students are supported by an experienced Librarian, and a well-equipped on-campus Learning Resources Room and Library with a variety of textbooks, journals, and magazines, and internet-accessible computers. The bulk of the College's information resources are provided through access to online databases selected in coordination with ongoing academic programs.

## **Records & Registration**

[registrar@nwsc.edu](mailto:registrar@nwsc.edu)

Monday – Friday: By Appointment

The Director of Admissions oversees the academic records and registration system of the College. The Director's Office creates policies and procedures for academic records, ensures the timely creation and updating of the student records system, provides reports based on this information to other divisions, and responds to student records requests.

Students interested in a copy of their unofficial or official transcript are required to complete the NWSC Transcript Request Form. Except for the initial transcript and diploma after graduation, a fee of \$25.00 is charged for each additional copy of the transcript.

## **The Undergraduate Academic Program**

The College offers degree programs in both technical fields and fields related to the health sciences. The school is led by the Dean of Academic and Student Affairs\* and offers an Associate of Applied Science in Medical Assisting, Bachelor of Science in Biology, and Bachelor of Health Sciences.

\* In the absence of a dean, see/refer to the Director of Student Services & Programs.

## **Training Courses**

The College also periodically offers health-related training courses such as OSHA, HIPAA & CPR. (Open only to enrolled students.)

## **Approvals and Authorizations**

Northwest Suburban College (NWSC) is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS; 1 N. Old State Capitol Plaza Suite 333 Springfield, IL 62701; Phone: 217-557-7359) and institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES; 6116 Executive Boulevard Suite 730 North Bethesda, MD 20852; Phone: 301-291-7550; Email: [info@abhes.org](mailto:info@abhes.org)).

## Modality of Instruction

All undergraduate programs at Northwest Suburban College are delivered in a residential, in-person format on the Rolling Meadows campus. Courses are conducted through face-to-face instruction, providing students with direct engagement, collaborative learning experiences, and immediate access to faculty support. The College emphasizes small class sizes, interactive discussions, and hands-on learning to promote academic excellence and professional readiness. Supplemental academic resources, such as tutoring, advising, and laboratory sessions, are available on campus to enhance student success and mastery of program outcomes.

## Studying at NWSC

### Facilities

Our suburban Chicago campus is home to a thriving, diverse, and multicultural community. The campus is located at 5999 S. New Wilke Road, with ample parking. Located in the heart of Rolling Meadows, Illinois, Northwest Suburban College (NWSC) lies in proximity to Schaumburg, Hoffman Estates, Palatine, Arlington Heights, and Mount Prospect. With easy access to commuters from I-90, I-290, Route 53, and CTA and Pace bus services, NWSC is also accessible to students from the city of Chicago.

NWSC operates out of two buildings comprised of 23,000 square feet. Our facility includes eight classrooms, four laboratories, one library, 15 administrative offices, and ten other rooms. The total seating capacity in our classrooms is 250, including 25 seats in the laboratories, 15 in a typical classroom, 16 in the Library & Resource Room, 20 in the administrative rooms, and 30 in other areas.

The classrooms are conducive to student learning and well equipped to facilitate teaching. The laboratories house medical supplies, microscopes, centrifuges, autoclaves, and other necessary supplies for clinical practice. The cozy library has a growing collection of books, journals, magazines, videos, compact disks, and newspapers. The student computer lab is equipped with internet access, program-specific software, and printers.

NWSC is within walking distance from affordable housing areas and a short drive from biking and nature trails at the Ned Brown Forest Preserve and Busse Woods. The suburban metropolitan campus provides the benefits of a myriad of social opportunities. From local and organic cafes to popular hotspots and elegant dining experiences, the area's offerings cover global taste palettes. Moreover, the northwest suburbs offer a plethora of cultural experiences and sports venues, including theatres, symphonies, museums, and amusement parks.



### **Building Hours**

Monday – Thursday: 9:00AM – 10:00PM

Friday: 9:00AM – 5:30PM

Saturday – Sunday: Varies, Contact the NWSC Operator for Timings

NWSC is locked and alarmed outside of building hours. Please contact the NWSC Campus Monitor at [safety@nwsc.edu](mailto:safety@nwsc.edu) for after-hour access.

### **Campus Monitor**

(847) 290-6425 ext. 99

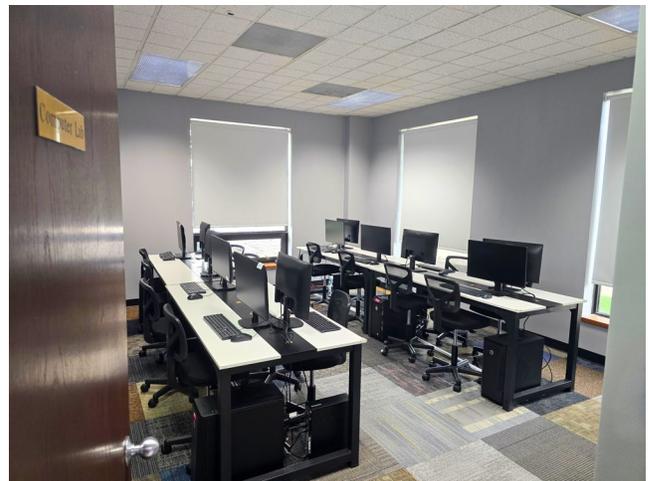
[safety@nwsc.edu](mailto:safety@nwsc.edu)

Monday – Thursday: Sundown – 10:00PM

Campus safety personnel, including the Campus Monitor, ensure a safe environment for all members of the institution. The Campus Monitor does not have law enforcement authority and does not carry firearms. For law enforcement actions, NWSC relies upon the Rolling Meadows Police Department.

### **Resource Room**

The Resource Room is open to students during building hours (Monday - Thursday, 9:00AM to 10:00PM and Friday, 9:00AM to 5:30PM). This center provides a learning environment designed to improve academic writing skills, utilize technology tools, print resources, and consult with writing tutors in revising and editing drafts and referencing scholarly work.



### **Computer Laboratories**

NWSC's Computer Lab provides internet access and printing capabilities. The computer lab is available in Building 500 and is open during building hours, Monday through Thursday, 9:00AM to 10:00PM and Friday, 9:00AM to 5:30PM.

### **Study Rooms**

Individual and group study rooms are available for student and faculty use.

### **Student & Faculty Lounge**

NWSC's Student and Faculty Lounge is available for use by all members of the NWSC community and is equipped with vending machines and appliances, including refrigerators, microwaves, and a stove.

### **Library & Learning Resource Center Services**

The Library & Learning Resource Center is accessible to all students, faculty, and staff during daytime and evening hours. The library is located in Building 500, and includes a computer lab where students can

work on assignments as well as access the library's digital collections. Alternatively, students may remotely access the library's digital catalog and research materials at all times via the school website. The digital collection includes the online catalog of the Northwest Suburban College's library collection, as well as several open access databases. The library's book and media collection houses over 1,000 items, which specifically support the curricula. In addition, the library contains general and medical research sources, as well as books and media in other areas of medicine such as surgery and pathology.

The library web site contains links to several scholarly open access sites, which students use for research. These links are to databases in the scientific, medical, and related fields. Examples include *PubMed Central* and *MedlinePlus*, both comprehensive sites sponsored by the National Institutes of Health and the National Library of Medicine. The Northwest Suburban College Library is a member of ILLINET, the statewide network which provides interlibrary loan and reciprocal borrowing privileges to our students, faculty, and staff. This service allows our students, faculty, and staff to obtain both books as well as journal articles, which we do not physically hold in our collection. The library is a participating member in several networks and associations, including RAILS (Reaching Across Illinois Libraries System), the National Network of Libraries of Medicine (NNLM), the American Library Association, the Illinois Library Association, and the Health Science Librarians of Illinois.



Per NWSC standards, the Librarian at Northwest Suburban College has a Master's Degree in Library and Information Science from an American Library Association accredited institution, and work experience at a variety of libraries, including school, public, and academic institutions. Providing information literacy instruction in a variety of ways, the Librarian works with individual students with specific information needs and collaborates with instructors in providing the necessary resources for students to complete class assignments. Library orientations are provided for all new students, as well as for faculty and staff. During new student orientation, students learn about the library resources available to them, as well as how to contact the Librarian should they have questions or need assistance. Classroom visits from the Librarian are offered when students need assignment-level support using library resources. The Librarian is available to all students via in-person reference visits, as well as via email. When the Librarian is not on campus, a knowledgeable staff member is available to assist students with library materials.

The Librarian collaborates with Faculty and the Director of Programs regarding departmental needs in developing the library collection. The Librarian maintains a current inventory of library materials and resources. Future purchases are determined based upon student use of current resources as well as Faculty and Director of Programs input. Consideration is also given to the accessibility of materials to students and Faculty. The Librarian maintains close relationships with both Faculty and the Director of Programs in order to ensure the library supports the learning objectives of all programs.

NWSC has moved in the direction of emphasizing digital resources. Online library data banks to enhance student access to outside sources have been established. The College Librarian provides constant advice and follow-up student support to improve learning. The Librarian also schedules synchronous sessions to directly help students with their research whenever needed. The Librarian may be contacted, M-F 10:00AM to 5:00PM, either by email at [Library@nwsc.edu](mailto:Library@nwsc.edu) or by calling (847) 290-6425.

In addition, NWSC encourages students to use the valuable resources of local public libraries, including the Rolling Meadows Public Library and Schaumburg Township District Library. Periodical reference lists from each of the said libraries are available at the NWSC Library. For a list of additional libraries for NWSC student use, contact the Librarian. For public library hours of operation, contact the library.

Rolling Meadows Public Library  
3110 Martin Lane  
Rolling Meadows, IL 60008  
(847) 259-6050, rmlib.org

Schaumburg Township Public Library  
130 South Roselle Road  
Schaumburg, IL 60193  
(847) 985-4000, stdl.org

## Crime and Safety

Northwest Suburban College publishes an annual security report to inform its community of security policy and procedures and crime statistics, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Crime Reports

The annual security report is entitled the Security and Fire Safety Report and meets all reporting requirements as are or may be defined for an Annual Security Report by statute, including identification of its timely warning policy. The College publishes the report online and makes hardcopies available to students and prospective students on request.

Online access to the Fire and Safety Report is provided at <http://nwsc.edu/campus-safety/>.

### Timely Warning

The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report.

Northwest Suburban College will make every attempt to alert the campus community to crimes for any Clery Act crime as soon as the pertinent information is available, with the intention to aid in the prevention of similar crimes. Email notices will be sent to the campus community and will include available details of the crime that triggered the warning, including the type of crime, location and time of the incident, and suggested precautions.

The College also maintains and publishes an Emergency Response Guide, which describes the procedures associated with the timely warning policy, including directions for students, faculty, and staff in case of a crime or other dangerous situation on campus.

Online access to the Emergency Response Guide is provided at <http://nwsc.edu/campus-safety/>. Hardcopies of the emergency response guide are available at the Campus Monitor's desk in Building 400 and the reception area of Building 500. In addition, flyers with potential emergency responses are posted on each campus building's bulletin board.

## Student Services

### Student Advising & Career Placement Services

Led by the Director of Programs, this function uses advisors, including faculty, who are available on an appointment basis to guide and advise students. Areas include academic advising, student advising, counseling, and career development. Student assistance is available to help career exploration, write resumes, and learn interview skills. Counseling may focus on issues affecting students' studies and adjustments to college life.

Advisors make proactive efforts to engage with their assigned students, but students facing difficulty should contact and schedule the first advising session.

The Director of Programs serves as student advisor to certificate program students. The Dean of Academic & Student Affairs serves as advisor to degree-program students. At the student's request, the advisor may assist in the following:

- Assist with registration and course/module withdrawals.
- Update student information.
- Assist in discerning students' educational goals.
- Monitor students' progress and discuss concerns, including interventions.
- Make recommendations for academic plans.
- Match students' needs with available resources, and make appropriate referrals.
- Help with students' questions about program requirements and school policies.
- Explain accurate information regarding requirements, policies, and procedures.
- Encourage students to take responsibility for their own academic and career goals.

### Tutoring

Upon student request and faculty availability, free tutoring is available for all courses. A study room is reserved for this purpose. Faculty Advisors may also help students by recommending other students as peer tutors.

### Career Placement Services

Students and alumni are encouraged to utilize the Career Placement Services led by the Director of Programs. This function offers assistance through one-on-one career counseling, job-search support, references to NWSC's large network of professionals in the fields, resumes and cover letter reviews, interviewing strategies, and information on job/career fairs.

## **Job Placement and Employment**

Please note that while the College will make every responsible effort to assist students in finding a job, the College or its representatives do not guarantee job placement for students or graduates.

## **Disability Resources**

For students with documented physical and intellectual disabilities, College personnel, including instructors and advisors, provide a variety of resources. Students who anticipate needing accommodations in any course/module should make arrangements with the instructor during the first week of the course/module. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including active reading and note-taking strategies, study skills and learning strategies, test preparation and test-taking strategies, computer resources (e.g., Microsoft OneNote), and goal setting.

## **Classroom Accommodations**

Note-taking accommodations may include the instructor providing the student with a copy of his or her lecture notes or the instructor recruiting peer note-takers from the class. Students for whom note-taking service has been determined to be a reasonable accommodation may have the volunteer email or photocopy notes to them.

## **Exam Accommodations**

Accommodations for exams may be made in cooperation with the instructor. Based upon the extent of the student's disability, testing accommodations may include the use of appropriate time extensions, a distraction-reduced environment, or assistive technology.

## **Student Activities**

### **Student Organizations**

Students are encouraged to participate in organizations. For more information on developing a new organization, contact the Director of Programs.

### **College Events**

Northwest Suburban College develops and announces events for the College community throughout the year. Updated lists of activities are available on the NWSC website and social media sites. One such event is described here:

Constitution Day: September 17<sup>th</sup>

The United States Constitution was signed by 39 of the 55 Delegates to the Constitutional Convention on September 17<sup>th</sup>, 1787. The law establishing the holiday was created in 2004, and mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. When Constitution Day falls on a weekend or on another holiday, schools and other institutions unofficially observe the holiday on an adjacent weekday.

NWSC’s goal for Constitution Day is to act as the catalyst for discussion about the U.S. Constitution on and off-campus. As a result, each year, the College will present a variety of activities related to the constitution and our nations’ political governances. Examples of activities may include the following:

- **Free Speech Boards:** The campus community will be encouraged to respond to questions relating to the Constitution in the context of current events.
- **PowerPoint:** A presentation on aspects of the constitution, including the First Amendment, will continuously loop in the NWSC Faculty & Student Lounge.
- **Debates:** The Debate Team will present a debate on issues relevant to the constitution.
- **Contests:** Students will respond to a prompt, and their essays will be judged by a panel. Prizes may include gift cards.
- **Voter Registration:** On Constitution Day, the NWSC Campus will conduct a demonstration of the online voter registration process, and students will be encouraged to register using accessible computers.

For students interested in registering early on, please visit <https://ova.elections.il.gov/>.

## Financial Policies

### Tuition & Fees

Undergraduate students are officially registered for courses upon completion of the enrollment process and establishment of payment arrangements with the Accounts Office. The estimated cost of attendance is provided using the minimum full-time credit hour requirements (12) and estimates of external expenses (room, board, etc.).

| <b>One-Time Incidental Fees</b>                          |               |
|--|---------------|
| Registration*  | \$450.00      |
| Student Services   | \$100.00      |
| Graduation   | \$50.00       |
| <b>Current Semester Tuition &amp; Fees</b>               |               |
| Full-Time Semester Tuition 12+ Credit Hours              | \$6,550.00    |
| Part-Time Semester Tuition 1 – 11+ Credit Hours          | \$437.00/hour |
| Lab Fee (Per Lab Course)                                 | \$250.00/lab  |
| <b>Estimated External Expenses/Semester</b>              |               |
| Books and Supplies                                       | \$500.00      |
| Transportation   | \$500.00      |
| Housing  | \$2,500.00    |
| <b>Estimated Cost of Attendance (COA)</b>                |               |
| Estimated COA: First Academic Year (2 FT Semesters)      | \$18,540.00   |
| Estimated COA: Academic Year (2 FT Semesters)            | \$17,880.00   |
| Estimated Total Cost of Program & Attendance (AAS-MA):   | \$45,360.00   |
| Estimated Total Cost of Program & Attendance (BSB, BHS): | \$80,440.00   |

\* Registration fee is non-refundable.

## **Students Accounts**

Students are required to make all payments or develop payment plans prior to the start date of the term. Only students showing good standing will be eligible to attend the next term; those students whose account is not up-to-date may not be eligible to attend the next term until arrears have been paid. Other holds may be placed for this reason, as detailed in the Enrollment Agreement provided to each student during the enrollment process.

## **Tuition Payment Procedure**

Students who pay in installments (versus a one-time payment) will have payment plans set up and will be required to create a student account with Tuition Financial Corporation (TFC). TFC is a third party that manages NWSC's student payments. Students must sign with TFC for a payment plan within a week of signing the enrollment agreement. Although all students are required to create accounts with TFC, students have the option to make their payments at the Accounts Office at NWSC or directly to TFC. TFC accepts payments by credit card, debit card, electronic check, Western Union, or Money Gram. The Accounts Office at NWSC accepts payments by cash, money order, credit card, and debit card. For payments made via debit/credit card, processing fees will be applied.

## **Installment Financing Plan**

Students can finance their tuition and miscellaneous fees under monthly Installment Financing Plans (IFP) administered by Tuition Financing Corporation (TFC). Students signing up under the NWSC-TFC IFP will be responsible for a monthly charge, which includes:

- a zero-interest, principal-only monthly payment based on the total financed tuition spread over the chosen IFP period;
- a monthly charge of \$10 for the duration of the IFP to cover TFC's administrative fee; and
- credit card processing fees for any student payments made via credit card.

## **Payment Discount & Refund**

### **One-Time Full Tuition Payment Discount**

Any student who makes a one-time full-tuition payment prior to the start date of the program will receive a five percent (5%) discount on the program tuition fee.

### **Institutional Refund Policy**

- It is the policy of Northwest Suburban College (NWSC) to issue refunds of tuition and fees in a prompt manner. To be eligible for any refunds pursuant to voluntary withdrawal, students are expected to give written notification of their intention to withdraw from a program.
- If no notification of withdrawal is received and/or a student is terminated by the administration due to a violation of the College's attendance policy and/or a violation of the NWSC student's code of ethics, the student will be considered withdrawn. The last date of attendance shall be the date of withdrawal.

- Refunds will be made within 45 days of the last date of attendance if the student has provided written notification of withdrawal to the College; otherwise, refunds will be made within 45 days from the date that the institution terminates the student or determines that the student has withdrawn.
- In all instances, refunds will be based on and computed from the last day of attendance.
- In the event of withdrawals (voluntary or involuntary), students will not be entitled to any funds from the institutional grants that they were received from the College as these funds are meant only to pay for the student's tuition fees.

## **Full Refunds**

A full refund of the initial enrollment fee and all tuition paid will also be given to any student if:

- The College ultimately does not accept the student (for provisional acceptance pending official records).
- The College discontinues the program in which the student is enrolled without providing adequate teach-out opportunities (defined as continuing to offer necessary courses for the period defined in the enrollment agreement or securing the guaranteed transfer of college credits to an equivalent accessible institution).
- The College failed to provide the student a copy of his or her enrollment agreement.

Notwithstanding the other limitations of this policy, the College will provide a full refund (defined as the per credit tuition rate multiplied by the number of credits for the course) plus lab fee (if applicable) to any student registered for a course for which the College fails to conduct classes on days or times scheduled, detrimentally affecting the student. In such cases, the student is still required to complete and submit the Course Withdrawal Form. The College will refund full tuition for a future semester that a student has prepaid upon program withdrawal.

## **Partial Refunds**

The College's Tuition Refund Schedule applies to:

- Course tuition for courses registered on a per-credit basis.
- Aggregate tuition for the current semester for program withdrawals.

Refunds will be computed based on the effective date of withdrawal as defined in the College's Policy on Course Drops and Withdrawals. Tuition refunds will be made within forty-five (45) days of a voluntary drop or withdrawal, or an administrative withdrawal determination.

| Effective Date of Withdrawal (Semester)   | Eligible Refund                              |
|---|--|
| Three (3) days after effective date of enrollment contract but prior to the drop/add date | Tuition minus costs of registration fees     |
| After the drop/add date but within the first three weeks of the course                    | 80% tuition minus costs of registration fees |
| After the first three weeks of the course but within the first six weeks of the course    | 60% tuition minus costs of registration fees |
| After the first six weeks of the course but within the first nine weeks of the course     | 40% tuition minus costs of registration fees |
| After the first nine weeks of the course  | No refund                                    |

| % of Clock Hours Attended | % of Refund From Money Paid by the Student |
|---------------------------|--|
| 0-10%                     | 90%  |
| 11-20%                    | 80%  |
| 21-30%                    | 70%  |
| 31-40%                    | 60%  |
| 41-50%                    | 50%  |
| Over 50%                  | 0%   |

Questions about refunds of tuition and other charges (institutional or applicable third party) should be referred to the Accounts Office. Examples of refund calculations are available upon request.

## Institutional Grants

Northwest Suburban College believes in and strives for providing affordable education for each one of its students who are deserving and are willing to work hard to make a difference in their lives through education. Although the cost of a college education at NWSC is relatively low, many students need and receive institutional aid. NWSC offers need-based institutional grants for truly deserving students who are eager to pursue a career in the field of health sciences and demonstrate a need for financial assistance. Please contact our Institutional Aid Office for further information on student eligibility, availability of need-based grants, and for an institutional grant application. Generally, this aid does not need to be repaid. Exceptions may apply for students withdrawing from a program, where the grant converts to a loan and requires payment.

### President's Grant

NWSC is strongly committed to supporting the financial needs of deserving students via fair, objective, and non-discriminatory Institutional Aid options. The President's Grants are one avenue of supplemental financial aid open to students based on documented: a) dire financial need, or b) exceptional academic merit. Subject to available funds, NWSC offers a limited number of \$1,000 or \$2,000 President's Grants each year.

Interested students may apply for these grants independent of any other institutional aid available from NWSC by submitting an Institutional Aid Form requesting a President's Grant along with documentation of financial hardship (proof of income, unemployment, child support dues, medical

bills, loans, etc.) or transcripts evidencing academic merit. These applications are decided under the independent discretion of the President's Office.

## **Course Materials**

On the first day of class, undergraduate instructors provide students with a syllabus referencing course materials. It is the student's responsibility to obtain the materials by the designated deadlines.

## **Student Policies**

Student policies are described here for clarity and emphasis.

### **Code of Conduct**

The purpose of the Northwest Suburban College Code of Conduct is to provide equitable rules and procedures to promote a safe and orderly educational environment. The College holds and abides by the highest standards of integrity and scholarship. All members of the NWSC community, including students, faculty, and staff must conduct themselves in a manner compatible with NWSC's role as an academic institution.

Misconduct is defined as any activity contrary to the general and educational interests of the College and its members. Allegations of misconduct will be reviewed against this standard.

College jurisdiction is applicable to all conduct while on college premises and other sites at which instruction or College-related activities are being conducted. The College may also review criminal or otherwise egregious conduct as a violation of the Code of Conduct, regardless of where it was committed.

Presumed misconduct includes violation of college policies that create responsibilities or expectations for students and acts contrary to the Code of Conduct, which has been established to clarify those behaviors that implicitly contradict the general and educational interests of the College. Specific types of misconduct include, but are not limited to, the following:

#### **Misrepresentation**

- Providing false information to any College official.
- Forgery, alteration, or misuse of any College documents and resources.

#### **Academic Dishonesty**

- Cheating is the misuse of material including, but not limited to, using unauthorized assistance, recycling work without acknowledgment, illicit collaboration, or fabrication of information.
- A form of cheating is plagiarism, which is using someone else's work, in part or in whole, intentionally or unintentionally, and implying that the other person's work is yours. Examples of plagiarism include, but are not limited to, submitting works that you have not created yourself, copying answers or text from another person and submitting it as your own, quoting or paraphrasing someone else's idea without crediting the original author, and fabricating references or incorrectly using references.

- All work turned in by a student is to be of his or her own creation or properly cited as the work of others. It is the student's responsibility to know and understand the rules regarding avoiding plagiarizing and proper citations.
- The degree of and circumstances around an incident of plagiarism will be considered and the appropriate consequence(s) determined. Consequences may range from a zero for the assignment up to and including expulsion, depending on the severity of the case. Each subsequent infraction may be treated more severely than previous ones.

### **Speech and Related Behavior**

- Any verbal, written, electronic, or physical behavior that creates or is likely to provoke a violent reaction, whether or not it actually does so.
- Disruption or obstruction of teaching, research, administration, or any other college activities.

### **Violence and Harassment**

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault, sexual misconduct, and/or any other conduct that threatens or endangers the health or safety of any person.
- Use, possession, or distribution of controlled and illegal substances and weapons.
- Use, possession, or distribution of narcotic or other controlled substances.
- Use, possession, or distribution of alcoholic beverages on campus or by underage students.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.

### **Theft and Damage to Property**

- Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
- Unauthorized entry or use of college facilities.
- Violation of College policies, rules, or regulations and/or collusion in violation of college policies, rules, or regulations.

## **Code of Conduct – Proceedings**

Northwest Suburban College works to ensure that any violation of college policy is reviewed and resolved in a manner that guarantees the College applies standards of fairness and due process in its decision-making. The College has established a uniform process for the review of violations of college policy. The process is applicable to the review of policy violations by students, as defined in the Code of Conduct.

### **Code of Conduct Violation Reporting Procedure**

Any faculty member or other employee of the College who becomes aware of a student's probable violation of the Code of Conduct must report that information to the Director of Programs. All other members of the College community are likewise encouraged to report. The identity of the person reporting a violation will be kept confidential, but that person may be contacted by the College as part of the investigation of the complaint. A faculty member or other employee reporting a violation may be required to answer questions or provide a statement that will identify them by name, and other members of the College community reporting a violation may be requested to do so.

### **Initial Assessment**

Any allegation of a policy violation must be immediately reported to the College Compliance Division. The Compliance Division will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of the evidence, such as electronic and written material, if any exists. The Compliance Division will prepare a summary of its investigative findings, an assessment of the policy requirements in question, and an interpretation of the implications to the policy of the allegations.

### **Review Procedure**

The College President (or if against the President, by the Chair of the Board of Regents), will preside review of grievances against employees or faculty on. A review of violations of the Student Code of Conduct will be presided over by the Director of Programs.

The presiding officer will meet with the respondent of the violation or grievance, giving that person an opportunity to acquiesce to or contest the allegations, and providing him/her with the opportunity to request a review by a committee. If a committee review is requested, or determined to be in the interest of the College or the process, the presiding officer shall, with the advice of the Compliance Division, appoint an appropriate committee (examined to ensure his/her impartiality). The committee should include at least one faculty member and at least one current student.

Either independently or with an appointed committee, the presiding officer will conduct a conference with the respondent, and any complaining parties or witnesses. The presiding officer or committee will then make a determination regarding the alleged violation and any applicable sanctions in private deliberation. Committee decisions shall be by majority vote.

The presiding officer or committee shall then prepare a written explanation of its finding and the reasons thereof, which shall be delivered to the respondent within ten days of the hearing.

Within ten days of the conference, the Director of Programs will submit in writing the decision of the committee to the President. The grievant may seek review of an adverse decision through the College President. The decision of the College President is final and is documented on the Grievance Form.

### **Appeals**

A decision reached or a sanction imposed by the presiding officer or review committee may be appealed by the respondent to the President within ten days of receipt of the decision. Failure to respond within ten days of the receipt of the decision will result in the implementation of the recommended sanction(s).

Appeals must be submitted in writing to the President clearly explaining the basis for the appeal. The decision of the President will be final.

### **Code of Conduct – Sanctions**

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. The Dean of Academic and Student Affairs is responsible for handling all matters related to the Code of Conduct. At any time, the recommended consequence for an infraction may be increased or decreased due to the existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the Dean.

- **Warning:** Notice that the student violated the Code and that any repetition may result in more severe sanctions.
- **Discretionary Sanctions:** Work assignments, service to the College or community, or related discretionary assignments.
- **Suspension:** Separation of the student from the College for a definite period of time, after which the student may be eligible to return.
- **Expulsion:** Permanent separation of the student from the College.

## Student Grievances

Grievances are defined as allegations by students of the violation by college faculty or employees of college policies that implicate their interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies), and are handled through the same adjudicative process as described for code of conduct violations.

A student who has been unable to resolve a problem with a faculty or staff member should contact his/her instructor or the Front Desk Associate for the NWSC Grievance Form. The form should be completed and submitted to the Director of Programs within ten working days of the incident. The complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, rules, regulations, policy, or practice that was violated; a summary of the attempts to resolution attempts; and a suggested remedy.

### External Complaints

Complaints against this school may be registered with:

Accrediting Bureau of Health Education Schools (ABHES)  
 6116 Executive Boulevard Suite 730  
 North Bethesda, MD 20852  
 Phone: 301-291-7550  
 Email: [info@abhes.org](mailto:info@abhes.org)

Illinois Board of Higher Education (IBHE)  
 1 N. Old State Capitol Plaza Suite 333  
 Springfield, Illinois 62701  
 Phone: 217-557-7359  
<http://complaints.ibhe.org/>

### Prohibiting Harassment and Sexual Misconduct

Northwest Suburban College believes we are all responsible for creating an environment where everyone is treated with respect and dignity. Sometimes behavior that seems acceptable to one may be offensive to others. Any harassment or false accusations of harassment of or by employees or students are not acceptable. The College prohibits harassment based on sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law.

## Harassment

Harassment is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating, or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational, or research context is considered a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose. Harassment includes, but is not limited to, the following behaviors:

- Unsolicited remarks, gestures, or physical contact;
- Display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious, or other groups protected by law;
- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment also encompasses unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, explicitly or implicitly, as basis for an academic or employment decision, or a term or condition of either; or
- Such conduct directed against an individual persists despite its rejection.

## Sexual Misconduct

One of the College's goals is to maintain an environment that is healthy and safe. Acts of sexual misconduct and assault will not be tolerated. Sexual misconduct includes sexual assault and abuse (criminal acts that the U.S. Department of Education defines as sexual harassment), non-consensual sexual activity, and sexual harassment. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment or sexual misconduct.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Northwest Suburban College's policies and procedures for student conduct. At the discretion of the College, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the College.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, NWSC may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, NWSC's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the College's student conduct proceedings.

The College considers sexual violence and sexual harassment, whether verbal, physical, or visual, to be a form of sexual discrimination, prohibited by Title IX of the Education Amendments of 1972. A person who has been a victim of sexual assault may report the crime to the Northwest Suburban College student advisor, the Director of Programs, or an outside community agency. NWSC staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial, and counseling assistance. Upon request, assistance will be provided in changing academic schedules.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a college or community resource for support. Victims are entitled to confidential services either on or off-campus, whether or not charges are pressed.

## Resources

| On-Campus Resources                            | Contact Information   |
|--|---|
| NWSC Student Advising                          | 847-290-6425  |
| NWSC Director of Programs                      | 847-290-6425 ext. 109   |
| Off-Campus Resources                           | Contact Information   |
| Northwest Center Against Sexual Assault (CASA) | 24-Hour Confidential Hotline: 888-802-8890<br>Phone: 847-806-6526<br>Website: <a href="http://www.nwcasa.org/">http://www.nwcasa.org/</a><br>Address: 415 West Golf Road, Suite 47<br>Arlington Heights, IL 60005 |
| Life Span                                      | 24-Hour Crisis Line: 847-532-9540<br>Website: <a href="http://life-span.org/">http://life-span.org/</a>   |

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses: the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

### Illinois Domestic Violence Act: Rights of Victims

The following excerpt is from the Illinois Domestic Violence Act webpage by the Illinois Attorney General.

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwellings;
- people who have or allegedly have a child in common or a blood relationship through a child in common; and
- people who are dating, engaged, or used to date, including same-sex couples; people with disabilities, and their personal assistants.

Domestic violence consists of physical assault, sexual abuse, and stalking. Violence takes many forms and can happen all the time or occasionally. If you are in an abusive situation, you are urged to seek help. Resources both on campus and in the community are:

| On-Campus Resources                           | Contact Information  |
|---|--|
| NWSC Student Advising                         | 847-290-6425   |
| NWSC Director of Programs                     | 847-290-6425 ext. 109  |
| Off-Campus Resources                          | Contact Information  |
| State of Illinois Domestic Violence Help Line | 24-Hour Confidential Hotline: 877-863-6338<br>URL: <a href="https://www.dhs.state.il.us/page.aspx?item=30275">https://www.dhs.state.il.us/page.aspx?item=30275</a> |

### Harassment Reporting Procedure

Harassment of any sort is a serious breach of NWSC policy. The College will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment, report the alleged conduct immediately to the Director of Programs or another senior College official. NWSC prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of harassment. The College will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with policies and applicable federal, state, and local laws.

- Complaints of sexual harassment by a college executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee’s immediate supervisor, the Director of Programs, or any other senior College official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the Director of Programs. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

### Drug- and Hate Crime-Free Campus

Northwest Suburban College of Basic and Allied Health Sciences is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. Regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person

does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of a violation of the Drug-Free Campus Policy may lose financial assistance provided by the College.

For detailed information on the Drug-Free Campus Policy, including definitions, effects of health, and federal and state and federal sanctions, refer to the NWSC Annual Security & Fire Safety Report.

## **Policy on Illegal Drugs & Alcohol**

### *Section 1: Policy*

Northwest Suburban College is grounded in the principles of health; hence, the College strictly enforces a drug-free campus policy. Regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NWSC prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any College property or College-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that the College inform all members of the NWSC community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of enrollment/employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of the violation of the Drug-Free Campus Policy may lose financial assistance provided by the College. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal financial aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid.

## Section 2: Definitions

Below is a table of common drugs; their effects on health; as well as local, state, and federal sanctions for substance abuse.

| Drugs  | Effects on Health   | State and Federal Sanctions   |
|--|---|---|
| <b>Cannabis:</b><br>Marijuana<br>Hashish<br>Hashish Oil                                | <ul style="list-style-type: none"> <li>▪ Drugs within the cannabis family may impair memory and comprehension, causing confusion and anxiety, and in extreme cases, paranoia, panic attacks, and psychiatric issues.</li> <li>▪ Cannabis may remain in the body for weeks.</li> </ul>           | <b>Illinois:</b> <ul style="list-style-type: none"> <li>▪ The Cannabis Control Act and the Controlled Substances Act prohibit the possession and delivery of illicit drugs.</li> <li>▪ Penalties vary with the amount of drug confiscated; type of drug found; a number of previous offenses; and the individual's intention to manufacture, sell or use the drug.</li> <li>▪ A first-time conviction can result in a one- to a three-year prison sentence, plus a fine of up to \$15,000.</li> <li>▪ More severe penalties may be imposed for conviction of greater felonies involving manufacture or delivery to a minor.</li> <li>▪ Vehicles can be seized by the government and ownership rights forfeited.</li> </ul><br><b>Federal:</b> <ul style="list-style-type: none"> <li>▪ First offenses can result in one year in prison and a fine of up to \$100,000.</li> <li>▪ Life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury.</li> </ul> |
| <b>Hallucinogens:</b><br>MDMA<br>GHB<br>Rohypnol<br>LSD<br>PCP                         | <ul style="list-style-type: none"> <li>▪ Hallucinogens may cause distortions in perception and cognition, including illusions and hallucinations as well as the poor perception of time and distance.</li> <li>▪ Intense emotional reactions may trigger panic attacks or psychosis.</li> </ul> |   |
| <b>Depressants:</b><br>Barbiturates<br>Benzodiazepines<br>Methaqualone<br>Glutethimide | <ul style="list-style-type: none"> <li>▪ Depressants cause slurred speech and disorientation.</li> <li>▪ Effects may also include clammy skin, weak and rapid pulse, and shallow breathing.</li> </ul>  |   |
| <b>Stimulants:</b><br>Cocaine<br>Amphetamines<br>Methamphetamine<br>Methylphenidate    | <ul style="list-style-type: none"> <li>▪ Highly dependent both physically and psychologically, stimulants such as cocaine or Ritalin may cause excitation, irregular heartbeat, chronic sleeplessness, agitation, and hallucinations.</li> </ul>  |   |

|  |   |  |
|--|---|--|
| <p><b>Narcotics:</b><br/>Opium<br/>Morphine<br/>Codeine<br/>Heroin<br/>Methadone</p> | <ul style="list-style-type: none"> <li>▪ Highly dependent both physically and psychologically, narcotics may produce feelings of drowsiness, respiratory depression, nausea, confusion, anxiety, mood swings, and respiratory depression.</li> <li>▪ Overdose may lead to convulsions, coma, or death.</li> </ul>   | <p><b>Illinois:</b></p> <ul style="list-style-type: none"> <li>▪ Possession of more than five grams can lead to a penalty of 10-16 years in prison.</li> </ul>   |
| <p><b>Tobacco</b></p>  | <ul style="list-style-type: none"> <li>▪ Cigarette smoke tar is a significant cause of cancer and other respiratory issues.</li> <li>▪ Long-term effects of smoking tobacco may include emphysema, chronic bronchitis, heart disease, and lung cancer.</li> </ul>   | <p><b>Illinois:</b></p> <ul style="list-style-type: none"> <li>▪ Possession of tobacco by a minor can lead to fines up to \$100, 30 hours of community service, or a court-mandated smoker’s education program.</li> </ul>   |
| <p><b>Alcohol:</b><br/>Malt Beverage<br/>Wine<br/>Liquor<br/>Mixed Beverage</p>      | <ul style="list-style-type: none"> <li>▪ Both psychologically and physically addictive, alcohol impairs judgment and coordination.</li> <li>▪ Excessive use may increase the risk of heart disease, cancer, accident, hypertension, damage to an unborn fetus, and impotence levels.</li> <li>▪ Moderate to large amounts of alcohol severely impair your ability to remember information, and very large amounts may cause respiratory and cardiac failure.</li> </ul> | <p><b>Illinois:</b></p> <ul style="list-style-type: none"> <li>▪ It is against the law to deliver or sell alcohol to anyone under the age of 21 or any intoxicated person. Violations can result in fines of up to \$1000 and one year in jail.</li> <li>▪ It is illegal for a person under 21 to use false identification in an attempt to purchase/consume alcohol.</li> <li>▪ Operation of a vehicle (both car or bicycle) by a driver with a blood alcohol concentration of .08 or greater may result in severe penalties, including a \$1000 fine, incarceration for up to one year, and revocation or suspension of the driver’s license.</li> </ul> |

### Section 3: Resources

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

| Services            | Name & Numbers  |
|---------------------|---|
| Support Groups      | Al-Anon/Alateen: 847-358-0338<br>Alcoholics Anonymous: 847-240-2380<br>Narcotics Anonymous: 708-848-4884                |
| 24-Hour Hotlines    | SAMHSA: 800-662-4357<br>Sober Nation: 866-496-4250<br>Alcohol & Drug Helpline: 800-821-4357<br>Drug Rehab: 877-882-9275 |
| Community Resources | Rolling Meadows Counseling Center: 847-991-5710<br>Therapeutic Interventions Inc.: 847-991-4800 ext. 27                 |

### Counseling Resources

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>. This online tool covers topics such as Alcohol & Substance Use, Anger, Anxiety, Attention-Deficit Disorder, Cultural Issues, Depression & Suicide, Impulse Control, Relationships, Sexual Assault, Sleep, Stress, Study Skills, Test-Taking Skills, Time Management, and Wellness.

### Policy on Non-Sexual & Hate Crimes

#### Section 1: Policy

Northwest Suburban College takes violence and hate crimes very seriously. All members of the community are to be treated with respect and dignity and entitled to an environment free of threatening behavior and discrimination based on race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin.

Accordingly, and consistent with applicable legal standards, the College will not tolerate acts or threats of violence or abuse toward members of the College community or property. Excluding self-defense, threats or acts of violence will be taken seriously and, as warranted by the specific situation, addressed by administrative representatives of the College. All members of the College community are subject to the provisions of this policy, including administrators, faculty, staff, students, student employees, temporary or regular employees, part-time and full-time employees, students, and assistants, as well as vendors or visitors to the campus.

Any behavior that would constitute an act or threat of unlawful violence in the College environment is prohibited on all campus premises. Incidents or threats of violence should be promptly reported to campus officials. Such reports will be addressed/resolved or investigated as warranted by the situation.

Consequences—including corrective and disciplinary actions up to and including dismissal and law enforcement actions—for violent acts or threats will be administered in coordination with the administrative areas involved and in accordance with relevant state law, campus personnel policies and procedures, or the NWSC Code of Conduct.

Actions, incidents, or behaviors constituting imminent risk or concern should be reported to the Campus Monitor immediately. In the event that the situation is serious, employees and students should not put themselves at risk but should call “911” and take steps to protect their own safety or the safety of others. Investigation and corrective measures concerning non-employment-related situations involving students will be undertaken in coordination with Student Affairs and applicable provisions of the Code of Conduct.

Supervisors or administrative personnel who are aware of incidents or threats of workplace violence are expected to take appropriate action to resolve the matter, if possible, depending on the severity of the incident. Employees/students who make good faith reports of concerns or incidents or threats of violence will not be subject to retaliation for their actions. Any such retaliation, if confirmed, may result in disciplinary action.

The Dean, in collaboration with the Campus Monitor, may take steps to resolve situations as appropriate in relation to the nature of actions reported. Alternatively, and depending on the severity of the incident involving behavior or treatment of employees, the Dean and/or the person(s) reporting an alleged violation of this policy may refer their report to the President’s Office, who will conduct/coordinate an administrative investigation and assessment of reported incidents or behaviors. As part of this process, consultation with appropriate campus resources and relevant authorities may be made to determine the level of risk and an appropriate course of intervention. As necessitated, the person(s) involved may be placed on administrative leave with restrictions under appropriate supervisory authority, pending the determination of subsequent interventions and/or disciplinary procedures. Any final actions related to discipline will be implemented in accordance with applicable due process and appeal procedures.

Penalties for hate crimes are very serious and are more severe when the crime is committed on school property or on any “public way within 1,000 feet” of the property of a school. The Illinois Compiled Statutes Ch.720 ILCS 5/12-7.1 states that a person commits a hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another person or group of persons (even if there are other motivating factors), s/he commits any of the following crimes: assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, harassment by telephone or harassment through electronic communications. Physical violence and hate crimes are also violations of the College's Code of Conduct and are subject to legal actions as well as disciplinary action by the College.

### *Section 2: Disclosure*

Northwest Suburban College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the

College against the student who is the alleged perpetrator of the crime or offense, if the alleged victim is deceased as a result of the crime or offense, NWSC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### *Section 3: Counseling Resources*

Below is the reiterated link to professional counseling services, including the Student Counseling Virtual Pamphlet: <http://www.dr-bob.org/vpc/>.

### **Policy on Sexual/Domestic/Dating Violence & Stalking**

Northwest Suburban College does not tolerate interpersonal violence, which includes any form of sexual violence/assault, including prohibited sexual contact, domestic and dating violence, and stalking in any form. Any acts that fall within the definitions of sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking are prohibited at NWSC and are a violation of the Code of Conduct and potentially Illinois State and Federal Law (specifically including the PSV-HEA). This policy applies to all members of the NWSC community, and includes, but is not limited to, faculty, staff, students, visitors, volunteers, and vendors. It also applies to alleged acts of sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking that occur on campus.

Appropriate disciplinary or remedial actions may be taken against any persons or groups engaging in these acts, up to and including expulsion from the College, termination of employment, and termination of contracts/agreements with that person(s) or group(s). In addition, the institution may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal violence covered by this policy, including but not limited to visitors, volunteers, vendors, and other such guests of NWSC. To this end, NWSC expressly reserves its rights to revoke the privilege, right, and/or permission to anyone to be physically present on-campus, participate in college activities, and use College facilities or resources in order to carry out the intent and purposes of this policy. The College may refer any alleged perpetrator of interpersonal violence for prosecution under Illinois State Law or any other applicable legal standards and statutory authority.

The standard for determining whether a violation of this policy exists shall be based upon the reasonable belief of the victim of an act of interpersonal violence, except where specific intent is expressly required to prove such violation.

### *Section 1: Definitions*

- **Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
  - **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Sexual Assault with an Object:** The use of an object or instrument (anything other than the offender's genitalia) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity or because of youth.
- **Acquaintance Rape:** A sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or coworker. As a sex crime, acquaintance rape includes forced, manipulated, or coerced sexual contact
- **Non-Forcible:** Unlawful, non-forcible sexual intercourse
  - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent (17 in the State of Illinois)
- **Dating Violence:** Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:
  - Length of the relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship
- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Partner Violence:** Sexual or physiological harm or threat of harm by a current or former partner primarily motivated by the desire to obtain power and control in order to harm.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. A person commits stalking when s/he knowingly engages in a course of conduct directed at a specific person, and s/he knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress. A person commits stalking when s/he knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person.

- o **Cyber Stalking:** When a person knowingly and without lawful justification on at least two separate occasions intimidates, torments, or terrorizes another person or that person's family member(s) through the use of electronic communication and transmits a threat of future bodily harm, sexual assault, confinement, or restraint; or knowingly solicits another person to commit stalking or cyber stalking, or creates and maintains an Internet website or webpage accessible to one or more third parties for a period of at least 24 hours containing harassing statements as outlined above toward another person or that person's family member(s). This includes repetitive, non-consensual communication of any kind including that which involves the use of electronic equipment or technology for the purposes of cyber stalking; examples include, but are not limited to e-mail, voicemail messages, text messages, instant messages, global positioning systems (GPS), and cell phone software applications.
- **Abusive Behavior:** Physical violence of any nature against any person occurring on campus, other than for self-defense. This includes fighting; assault; battery; use of a knife, gun, or other weapons; physical abuse; restraining or transporting someone against his/her will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Persistent, severe, and/or pervasive threats of abuse, intimidation, coercion, bullying, and/or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm.
- **Coercion:** To compel or force one to act based on pressure, harassment, threats, or intimidation
- **Consent:** Willingly and knowingly giving permission or agreement to a sexual act, without the threat of harm. Consent is an informed agreement to participate in an act, communicated verbally or through physical participation, that is not achieved through manipulation, intimidation, or coercion of any kind. A person cannot give consent if they are unable to understand the nature of the activity or unable to give clear and knowing consent, by reason of the individual's age, or being unconscious, asleep, or incapacitated due to the influence of alcohol or drugs, or otherwise. The manner of dress of the victim at the time of the offense does not constitute consent. Individuals under the age of 18 (i.e., minors) are incapable of giving consent under any circumstances. Nothing in this provision constitutes a waiver or in any way impairs the application of state law related to the ability of a person to consent.

## **REMINDER of NWSC's Commitment to Diversity and Non-Discrimination**

### **Statement on Diversity:**

The College values diversity and it is our mission to sustain and embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We strive to foster an equal and positive learning environment that reflects the diverse backgrounds and natures of people.

Unlawful discrimination has no place at Northwest Suburban College and offends the College's core values, which include a commitment to equal opportunity and inclusion. All employees, faculty members, students, and community members are expected to join with and uphold this commitment. The College does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected

under applicable federal, state or local law. Retaliation is also prohibited. The College is committed to compliance with state and federal laws such as Title IX, Title VI, and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination, all as amended.

### *Section 2: Policy on Prevention, Reporting & Responding To Sex/Violence Offenses*

Northwest Suburban College educates the student community about sexual violence/assault, domestic & dating violence, and stalking through student orientations and meetings. In addition, literature on such offenses is available through the campus and the Dean's office.

If you are a victim of any form of sexual violence or assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The NWSC Campus Monitor strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Monitor or Dean. Filing a police report with a college official will neither obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- facilitate access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Additional procedural standards for violations of the policy on interpersonal violence are listed below.

### *Section 3: Reporting, Survivor Rights, Amnesty & Complaint Resolution Process*

**IMPORTANT:** Students are encouraged to report sexual, domestic, or dating violence of any kind using the NWSC Grievance Form/Procedure (via hard copy, electronically, confidentially, or anonymously) without fear of sanctions for conduct that may otherwise violate a student code. Students who face any such offenses are assured of essential rights, including a fair and balanced complaint resolution process under the oversight of the President's Office; potential accommodations warranted by the complaint; a trained confidential advisor for support on the survivor's rights, options for reporting and medical, legal, and other assistance; request for substitution if the individual designated to manage the complaint reasonably poses a conflict of interest; a chance for an advisor of their choice to attend complaint-resolution meetings; and chance to present evidence and witnesses on your behalf (if needed, outside the presence of the opposing person). Students can be assured that the college will provide written notification of the outcome of the complaint resolution process within seven days of reaching a decision, and provide the chance for timely appeal under certain circumstances.

## *Reporting Procedures*

Should there be an immediate risk of imminent harm or disruption to the campus community, any community member is encouraged to call 911 immediately or to contact the Campus Monitor or Dean.

For purposes of reporting, or for more information on victims' or alleged perpetrators' rights, the following procedures can be followed. Victims of sexual assault, prohibited sexual contact, stalking, dating, and domestic violence on campus or at any campus property outside of the main campus, or at any College-sponsored event or activity have the option to and are encouraged to contact the Campus Monitor and the Dean. Additionally, victims have the right to access assistance and should be referred to resources available to help in crisis situations.

- **If the Alleged Perpetrator is a Faculty or Staff Member:** The College, through its respective administrative representatives, may impose sanctions for substantiated cases of sexual assault, prohibited sexual contact, stalking, dating, and domestic violence in accordance with the applicable College employment procedures in the following instances:
  - In cases involving a faculty member, laboratory assistant, or other instructional personnel as the alleged perpetrator, by the Dean in consultation with the Executive Vice President and President.
  - In cases involving a staff person as the alleged perpetrator, by the department's administrator in consultation with the president for the unit.
- **If the Alleged Perpetrator is a Student:** In cases involving a student as the alleged perpetrator, contact the Dean.
- **If the Alleged Perpetrator is a Vendor, Visitor, Volunteer, or Other Non-Faculty, Staff, or Student Individual:** In cases involving the above-listed individuals, contact the Dean. Depending upon the relationships that this individual has with the College, there may need to be additional reporting to affected College partners and employees.

In addition, the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. A student found guilty of violating the policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault if such changes are reasonably available.

The process and reporting procedures listed here in no way prohibit the institution from employing other appropriate mechanisms to address sexual assault, prohibited sexual contact, stalking, and dating, and domestic violence.

## *Disciplinary Sanctions*

It is the policy of Northwest Suburban College to hold perpetrators of interpersonal violence, which includes sexual violence/assault, prohibited sexual contact, domestic and dating violence, and stalking in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate.

- **For students:** Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Code of Conduct. Alleged violations of this policy by students will be referred to the Dean for appropriate review and processing of the alleged conduct or behavior under the Code of Conduct.
- **For faculty and staff:** Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including termination, will be imposed in accordance with applicable College policies and personnel procedures. Such policies and procedures include, but are not limited to, the Non-Discrimination Policy, the Affirmative Action Policy, and Complaint Procedures for Employees and Students. In addition, violations of this policy may trigger the application of applicable State law and procedures.
- **For everyone:** College disciplinary procedures are independent of any criminal procedures and proceedings. In all cases, the institution reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, or vendor may also result in the termination of pre-existing or future business relationships.

#### *Section 4: Resources*

If you wish to report an incident or to discuss your options, please call the Campus Monitor at 847-290-6425 or Dean at 847-290-6425. Additional, external resources are available throughout the area. The following resources offer 24-hour crisis intervention services, counseling, and advocacy:

- Northwest Center Against Sexual Assault (CASA):
  - 888-802-8890
  - <http://www.nwcasa.org>
- Community Counseling Centers:
  - 773-769-0205
  - <http://www.c4chicago.org/>
- Illinois Coalition Against Sexual Assault:
  - 217-753-4117
  - <http://www.icasa.org>

#### *Section 5: Sex Offender Registration List*

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Northwest Suburban College is providing a link to the Illinois State Police Sex Offenders Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular.

**Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation may be punishable.**

The State of Illinois is responsible for maintaining this registry. Follow the link below to access the Illinois Sex Offender Registration website: <https://sor.isp.illinois.gov/sorpublic/>

## Counseling Resources

Members of NWSC and the community are available to assist students and employees experiencing problems with drugs and alcohol. Specifically, NWSC advisors are available for confidential meetings and referrals. A few external resources are listed in the chart below:

| Services            | Name & Numbers  |
|---------------------|---|
| Support Groups      | Al-Anon/Alateen: 847-358-0338<br>Alcoholics Anonymous: 847-240-2380<br>Narcotics Anonymous: 708-848-4884                |
| 24-Hr Hotlines      | SAMHSA: 800-662-4357<br>Sober Nation: 866-496-4250<br>Alcohol & Drug Helpline: 800-821-4357<br>Drug Rehab: 877-882-9275 |
| Community Resources | Rolling Meadows Counseling Center: 847-991-5710<br>Therapeutic Interventions Inc.: 847-991-4800 ext. 27                 |

NWSC encourages students to seek a professional for counseling services. However, in addition to the services listed above, there are numerous online resources available, including the Student Counseling Virtual Pamphlet, which can be accessed at <http://www.dr-bob.org/vpc/>.

## Dangerous Objects

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, fireworks, explosives, hunting knives, or anything that could be misrepresented as a weapon are prohibited on college property. Disciplinary action for violation of the Dangerous Objects Policy may include suspension or expulsion and referral for possible legal action.

## Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. While NWSC appreciates the individuality of each student, students are asked to dress in proper attire for all educational activities, including but not limited to, lectures, labs, externships, and community service events. Students in the School of Allied Health Sciences are required to wear the provided uniforms to each course session. All students are required to follow lab dress codes, including coats, protective wear (i.e., goggles), and full-toed shoes. Information about lab precautions will be provided by the instructor.

The following are examples of attire considered inappropriate for the College environment:

- Hats, caps, and hoodies during instruction
- Clothing with profanity/indecent messages
- Any display of underwear

NWSC respects the beliefs of each student. If dress code policies are in conflict with your religious beliefs, please speak to your advisor.

## **Copyright and Licenses**

NWSC adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). For legal alternatives to unauthorized downloading, visit [www.educause.edu](http://www.educause.edu), and search "Legal Sources of Online Content" for a list of options.

Federal Copyright Laws are included in the NWSC Code of Conduct. Hence, sanctions for violations of the Code are listed under the Code of Conduct section of this Catalog.

## **Email**

The email provided in the NWSC application is the official mechanism for communication for the College and students/faculty/staff. College community members are expected to read communications in a timely manner. Changes to email addresses should be immediately conveyed to instructors and advisors.

## **Electronic Use**

NWSC expects students, faculty, and staff to demonstrate responsibility, integrity, and confidentiality when utilizing resources, including electronic devices and networks. All activity on systems and networks, including the creation of documents, may be monitored by administrators. Unless permitted by the owner or law, personal software may not be used, installed, or copied on college electronic resources. NWSC reserves the right to revoke the privileges of any staff or student found to be using College equipment and computer network inappropriately. Legal action may follow, if deemed necessary.

## **Vaccinations**

In accordance with the College Student Immunization Act, each enrolled student is required to submit documentation of having received immunizations. Proof of immunity must include the following information:

- The month, day, and year of vaccine receipt for measles, mumps, and rubella. Whole year dates (e.g., 1969) are acceptable only when it is clear that the student was at least one year of age when the vaccine was received.
- The month, day, and year of receiving the vaccine for diphtheria and tetanus.

Proof of immunity may be provided in the following forms:

- A copy of the immunization record from the physician
- A copy of the student's Illinois high school health record which complies with the immunization requirements
- In lieu of proof of immunity, official evidence of birth on or before January 1<sup>st</sup>, 1957

A student may be exempt from the vaccination policy if s/he provides a written and signed statement by a physician indicating the circumstances that conflict with the immunizations. Exemptions may also be provided if vaccinations conflict with religious beliefs. In such cases, the student must provide a written and signed statement detailing the specific belief that conflicts with vaccinations and receives approval from the Dean.

Failure to provide proof of immunity will preclude the student from enrollment in subsequent courses/modules until the Admissions Rep. receives appropriate documentation or the student is granted an exemption by the Dean.

## **Privacy of Records**

NWSC complies with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Records written requests that identify the record(s) they wish to inspect. The NWSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.
- The right to request the amendment of the student's education record that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the College; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with FAFSA inquiry about students who previously received financial aid through NWSC; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records unless the student gives written permission. The College reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.
- The Dean may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest Suburban College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office (U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202)

## Academic Calendar

| <b>FALL 2025</b>           |                         | <b>Dates for Instructors</b> |            |
|----------------------------|-------------------------|------------------------------|------------|
|                            |                         | Syllabus Due                 | 9/28/2025  |
| Constitution Day*          | 9/17/2025               |                              |            |
| Registration Begins        | 9/29/2025               |                              |            |
| Fall Classes Begin         | 9/29/2025               |                              |            |
| Last Date to Add Courses   | 10/13/2025              |                              |            |
| Last Date to Drop Courses  | 10/13/2025              |                              |            |
| Midterm Week Begins        | 11/17/2025              | Midterm Grades Due           | 11/29/2025 |
| Thanksgiving Break         | 11/27/2025 - 11/28/2025 |                              |            |
| Last Day to Withdraw (W)   | 12/22/2025              |                              |            |
| Christmas Break            | 12/25/2025 - 12/26/2025 |                              |            |
| New Year's Day             | 1/1/2026                |                              |            |
| Finals Week Begins         | 1/5/2026                |                              |            |
| Last Day of Term           | 1/10/2026               | Final Grades Due             | 1/15/2026  |
| <b>WINTER/SPRING 2026</b>  |                         | <b>Dates for Instructors</b> |            |
|                            |                         | Syllabus Due                 | 1/16/2026  |
| Registration Begins        | 11/1/2025               |                              |            |
| Martin Luther King Jr. Day | 1/19/2026               |                              |            |
| Winter Classes Begin       | 1/20/2026               |                              |            |
| Last Day to Add Courses    | 2/3/2026                |                              |            |
| Last Day to Drop Courses   | 2/3/2026                |                              |            |
| Midterm Week Begins        | 3/9/2026                | Midterm Grades Due           | 3/19/2026  |
| Eid**                      |                         |                              |            |
| Good Friday/Easter Break   | 4/3/2026 - 4/5/2026     |                              |            |
| Last Day to Withdraw (W)   | 4/13/2026               |                              |            |
| Finals Week Begins         | 4/27/2026               |                              |            |
| Last Day of Term           | 5/2/2026                | Final Grades Due             | 5/7/2026   |
| <b>SUMMER 2026</b>         |                         | <b>Dates for Instructors</b> |            |
|                            |                         | Syllabus Due                 | 5/8/2026   |
| Registration Begins        | 3/2/2026                |                              |            |
| Summer Classes Begin       | 5/11/2026               |                              |            |
| Memorial Day               | 5/25/2026               |                              |            |
| Last Date to Add Course    | 5/26/2026               |                              |            |
| Last Day to Drop Course    | 5/26/2026               |                              |            |
| Eid**                      |                         | Midterm Grades Due           | 7/2/2026   |
| Midterm Week Begins        | 6/22/2026               |                              |            |
| Summer Break               | 6/28/2026 - 7/5/2026    |                              |            |
| Independence Day           | 7/4/2026                |                              |            |
| Last Day to Withdraw (W)   | 8/3/2026                |                              |            |
| Finals Week Begins         | 8/17/2026               |                              |            |
| Last Day of Term           | 8/22/2026               | Final Grades Due             | 8/27/2026  |

| FALL 2026                |                         | Dates for Instructors |            |
|--------------------------|-------------------------|-----------------------|------------|
|                          |                         | Syllabus Due          | 8/28/2026  |
| Registration Begins      | 7/6/2026                |                       |            |
| Fall Classes Begin       | 8/31/2026               |                       |            |
| Labor Day                | 9/7/2026                |                       |            |
| Last Date to Add Course  | 9/14/2026               |                       |            |
| Last Day to Drop Course  | 9/14/2026               |                       |            |
| Constitution Day*        | 9/17/2026               | Midterm Grades Due    | 10/29/2026 |
| Midterm Week Begins      | 10/19/2026              |                       |            |
| Thanksgiving Break       | 11/26/2026 - 11/28/2026 |                       |            |
| Last Day to Withdraw (W) | 12/7/2026               |                       |            |
| Finals Week Begins       | 12/14/2026              |                       |            |
| Last Day of Term         | 12/19/2026              | Final Grades Due      | 12/23/2026 |

\* Please note that classes are regularly scheduled on Constitution Day, but the College will host Constitution Day events on campus.

\*\* Eid holidays are estimated dates and may change.

## Observed Holidays

| Holiday                    | Date                                |
|----------------------------|-------------------------------------|
| New Year's Day             | 1/1/2026                            |
| Martin Luther King Jr. Day | 1/19/2026                           |
| Good Friday                | 4/3/2026                            |
| Memorial Day               | 5/25/2026                           |
| Independence Day           | 7/4/2026                            |
| Summer Break               | 6/28/2026 - 7/5/2026                |
| Labor Day                  | 9/7/2026                            |
| Thanksgiving Break         | 11/26/2026-11/28/2026               |
| Winter Break               | 12/20/2026 - 1/3/2027               |
| Eid al-Adha                | Varies; See the Dean for exact date |
| Eid al-Fitr                | Varies; See the Dean for exact date |

## Admissions

### General Admissions Requirements

Northwest Suburban College (NWSC) has a rolling admission policy. Please note the following requirements are for general entrance to the College. Admission to a specific program may require fulfilling its own entrance criteria.

Degrees are issued upon completion of all requirements, including externship where applicable, with a cumulative grade point average of 2.0/4.0, unless otherwise noted.

All applicants must submit:

- High school diploma or GED
- Minimum high school CGPA of 2.5/4.0 or minimum college transfer CGPA of 2.75/4.00
  - Provisional acceptance may be provided to students who do not meet this requirement. Contact the Admissions Team for more information.
- Proof of vaccination from measles, mumps, rubella, diphtheria, and tetanus or documented exemption

## **Cooperative Programs Admission Requirements**

NWSC may offer cooperative programs with other schools. When available, details on the programs and admissions requirements will be provided in the Catalog.

## **Admission Procedure**

- Meet with an Admissions Representative for information about the programs.
- Complete the NWSC Application for Admission. Applications are available in the NWSC Admissions Office or on the College website: [www.nwsc.edu](http://www.nwsc.edu).
- Request your official high school or GED (General Education Development) transcript showing the courses taken and grades received, to be sent directly from the school to Northwest Suburban College (ATTN: Undergraduate Admissions, 5999 S. New Wilke Road, Building 500, Rolling Meadows, IL 60008).
  - At the time of enrollment, students may provide an unofficial copy of the transcript or diploma. However, students must submit the official transcript to the College prior to the first day of attendance. The College must receive the official transcript prior to the completion of the first term. Failure to do so will result in Administrative Withdrawal from the term, unless exception is provided by the Dean's office.
  - In some circumstances where institutions are unable to send transcripts to NWSC (e.g., school abroad closed), exceptions may be made. See the Director of Admissions for additional information.
- If available, submit the ACT or SAT score, either as an official report or within an official high school transcript.
- High school advanced placement (AP) courses may receive college credit upon receipt of the official AP exam report indicating a score of 4 or higher.
- Submit proof of immunization detailing the month, day, and year of vaccine receipt for, at a minimum, measles, mumps, rubella, diphtheria, tetanus, and COVID-19.
  - For acceptable documentation and exemptions, see College Policies, Vaccinations.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date.

## **Returning Student Admission Steps**

- Reapply for admission by completing an Application for Admission.
- Meet with a Student Advisor.
- Attend the NWSC Student Orientation on the scheduled date.

## Transfer Student Admission Steps

- Meet with the Admissions Representative for information about the programs.
- Complete the NWSC Application for Admission.
  - Applications are available in the NWSC Admissions Office or on the College website: [www.nwsc.edu](http://www.nwsc.edu).
- Request all official college transcript(s) showing the courses taken and grades received from approved college(s) to be sent directly from the school to Northwest Suburban College (ATTN: Undergraduate Admissions, 5999 S. New Wilke Road, Building 500, Rolling Meadows, IL 60008).
  - At the time of enrollment, students may provide an unofficial copy of college transcripts. However, students must submit the official transcripts to the College prior to graduation in order for courses to be officially transferred.
  - In some circumstances where institutions are unable to send transcripts to NWSC (e.g., school abroad closed), exceptions may be made. See the Director of Admissions for additional information.
  - NWSC publishes clear policies for transfer credit and prior learning, and accepts credit from accredited institutions (minimum grade "C") and prior learning from work experience, certifications, or military training.
  - Maximum transfer limits are 50% AAS, 75% AS/AA, and 60% Bachelor's. Students must complete the final 12 credit hours at NWSC. Approved credits are applied to the program requirements and students will receive written notification.
- Submit proof of immunization detailing the month, day, and year of vaccine receipt for, at a minimum, measles, mumps, rubella, diphtheria, and tetanus.
  - For acceptable documentation and exemptions, see College Policies, Vaccinations.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date.

## Provisional Admission & Academic Probation Policy

Students who do not fully meet published admission requirements, including minimum GPA, may be admitted on a provisional basis when the institution determines the student demonstrates the ability to benefit from the program. Provisional admission requires:

- Documented admission exception approval
- Placement on academic probation for a defined period
- Mandatory academic support and progress monitoring

Students must meet all probation conditions within the designated period to continue enrollment. Failure to demonstrate satisfactory progress may result in dismissal or leave of absence.

### Academic Probation Terms

The probation period lasts for one academic module, and after successful completion, probation is lifted. If completion is unsuccessful, the student will be dismissed or placed on a leave of absence. Requirements for successful completion include:

- Minimum attendance: 90%
- Completion of all assignments

- Participation in tutoring/study skills support
- Faculty progress review at mid-module

## Academic Programs

### General Education

NWSC's general education courses follow the Illinois Articulation Initiative (IAI) guidelines and provide students with requisites to most degrees, such as medicine, dentistry, pharmacy, and nursing. The IAI general education components include:

- Communications: 9 Credit Hours
  - Students must complete a minimum of two writing courses and one course in oral communication.
- Humanities & Fine Arts: 9 Credit Hours
  - One course must be chosen from the humanities group and one course from the fine arts group. Some courses may be interdisciplinary courses that satisfy either the humanities or fine arts areas (e.g., HUM 203).
- Mathematics: 3-5 Credit Hours
- Physical & Life Sciences: 7-8 Credit Hours (one lab course from either life or physical sciences)
  - Students must complete one course from each science and one course must include a laboratory.
- Social and Behavioral Sciences: 9 Credit Hours
  - Courses from the social and behavioral group must be chosen from at least two subject areas.

Students must complete one course on human diversity (state required) from the IAI website ([www.itransfer.org](http://www.itransfer.org)). N designates human diversity from a non-Western perspective. Students must complete one course from each of physical and life sciences and one course must include a laboratory. One course must be chosen from each area of the humanities and fine arts group. Courses from the social and behavioral group must be chosen from at least two subject areas.

The general education component of each undergraduate program is designed to provide students with a solid foundation by exposing them to different areas of studies. In addition to strengthening effective communication and critical thinking skills, courses offer greater insight to students choosing their lifelong careers. Moreover, as requisites for graduation from each undergraduate program, these courses include students from a variety of backgrounds, thereby providing a real world, diverse, interactive experience. Upon completion of the general education components, the student should:

- develop a range of interests and communicate these curiosities through critical inquiry and problem solving
- identify civic and community involvement
- understand diverse perspectives by communicating an appreciation of differences and its impact on personal and professional lives
- utilize learning skills gained to actively pursue knowledge and apply new information and skills in interdisciplinary approaches

## **Associate of Applied Science in Medical Assisting**

The Associate of Applied Sciences in Medical Assisting (AAS-MA) program will prepare students to perform both clinical duties and administrative responsibilities in any medical care facility including physicians' offices, clinics, urgent care, and hospitals under the supervision of medical professionals. This program is ideal for both students who have received their medical assistant certificate as it builds upon the knowledge learned in the program, and for students who are new to the medical assisting field as it provides a comprehensive curriculum covering all areas of medical assisting. Students will gain hands-on experience and competency in clinical and administrative medical assisting including but not limited to blood drawing, vital signs recording, patient examination assisting, laboratory specimens collecting, laboratory tests conducting, administering medication, patient records management, appointment scheduling, hospital admissions processing, billing and coding correspondence, as well as professionally communicate with supervisors, subordinates, patients, and other parties. The general education courses will provide students with comprehensive and versatile knowledge that expand their understanding of the diverse world around them, and prepare them to professionally communicate, both verbally and in writing.

The skills gained from this program will expand career opportunities in the field of medical assisting. Upon successful completion of the program, students will be awarded an Associate of Applied Science in Medical Assisting.

### **Requirements for Graduation**

- Complete a minimum of 64 credit hours (30 general education credit hours, 34.5 core credit hours).
- In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, the last 12 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

### **Program Objectives**

Upon completion of the Associate of Applied Science in Medical Assisting program, the graduate should:

- Serve as a multifunctional member of the healthcare team by providing service and support.
- Utilize administrative and clinical competencies to assist in procedures.
- Utilize competencies in a variety of healthcare settings, including but not limited to doctors' offices, laboratories, freestanding clinics, and hospitals.
- Apply legal and ethical concepts to the medical practice.
- Join the workforce as a trained multi-skilled professional who can fulfill many roles in a modern-day healthcare environment and allow the training to open unique opportunities for advancement in any area of healthcare (continuing education), professional growth, and personal satisfaction.
- Understand diverse perspectives and communicate professionally with all members of the healthcare team and patients.

### **Occupational Objectives**

Graduates of the Associate of Applied Science in Medical Assisting program are prepared for positions in medical offices, clinics, and other medical settings and may qualify for positions such as Medical

Assistant, Medical Secretary, Medical Receptionist, and Clinical Assistant.

**Program of Study**

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 1. Requirements for an Associate of Applied Science in Medical Assisting

| Area                         | Min. Credit Hours | Course Code                | Course Name                         | Course Credit Hours | General Education |
|------------------------------|-------------------|----------------------------|-------------------------------------|---------------------|-------------------|
| Communications               | 9                 | ENG 101                    | English Language and Composition I  | 3                   | ✓                 |
|                              |                   | ENG 102                    | English Language and Composition II | 3                   | ✓                 |
|                              |                   | ENG 202                    | Fundamentals of Speech Comm.        | 3                   | ✓                 |
| Mathematics                  | 4                 | MTH 121                    | College Algebra/Pre-Calculus        | 4                   | ✓                 |
| Physical & Life Sciences     | 5                 | BIO 101                    | Principles of Biology               | 5                   | ✓                 |
| Humanities & Fine Arts       | 6                 | <i>HUM Elective</i>        |                                     | 3                   | ✓                 |
|                              |                   | <i>FA Elective</i>         |                                     | 3                   | ✓                 |
| Social & Behavioral Sciences | 6                 | PSY 101                    | Principles of Psychology            | 3                   | ✓                 |
|                              |                   | <i>SOC or HIS Elective</i> |                                     | 3                   | ✓                 |
| Core                         | 34.5              | BIO 104                    | Medical Terminology                 | 2                   |                   |
|                              |                   | BIO 201                    | Human Anatomy & Physiology I        | 4                   |                   |
|                              |                   | BIO 202                    | Human Anatomy & Physiology II       | 4                   |                   |
|                              |                   | HS 200                     | Introduction to Healthcare          | 2                   |                   |
|                              |                   | MA 110                     | Medical Law & Ethics                | 2                   |                   |
|                              |                   | MA 111                     | Administrative Medical Assisting I  | 4                   |                   |
|                              |                   | MA 112                     | Administrative Medical Assisting II | 4                   |                   |
|                              |                   | MA 113                     | Clinical Medical Assisting I        | 5                   |                   |
|                              |                   | MA 114                     | Clinical Medical Assisting II       | 2.5                 |                   |
|                              |                   | MA 117                     | Medical Assisting Externship        | 3.5                 |                   |

Table 2. Suggested Plan of Study for Associate of Applied Science in Medical Assisting

| Term                     | Course Code | Course Title                         | Credits   |
|--------------------------|-------------|--------------------------------------|-----------|
| 1 <sup>st</sup> Semester | BIO 101     | Principles of Biology                | 5         |
|                          | ENG 101     | English Language & Composition I     | 3         |
|                          | HS 200      | Introduction to Healthcare           | 2         |
|                          | MA 111      | Administrative Medical Assisting I   | 4         |
|                          |             |                                      | 14        |
| 2 <sup>nd</sup> Semester | BIO 104     | Medical Terminology                  | 2         |
|                          | ENG 102     | English Language & Composition II    | 3         |
|                          | MA 112      | Administrative Medical Assisting II  | 4         |
|                          | MTH 121     | College Algebra/ Pre-Calculus        | 4         |
|                          |             |                                      | 13        |
| 3 <sup>rd</sup> Semester | ENG 202     | Fundamentals of Speech Communication | 3         |
|                          | MA 110      | Medical Law & Ethics                 | 3         |
|                          | MA 113      | Clinical Medical Assisting I         | 5         |
|                          | SOC 101     | Principles of Sociology I            | 3         |
|                          |             |                                      | 14        |
| 4 <sup>th</sup> Semester | BIO 201     | Human Anatomy & Physiology I         | 4         |
|                          | FA 103      | Religion in Architecture             | 3         |
|                          | MA 114      | Clinical Medical Assisting II        | 2.5       |
|                          | PSY 101     | Principles of Psychology             | 3         |
|                          |             |                                      | 12.5      |
| 5 <sup>th</sup> Semester | BIO 202     | Human Anatomy & Physiology II        | 4         |
|                          | HUM 203     | Humanities Appreciation              | 3         |
|                          | MA 117      | Medical Assistant Externship         | 3.5       |
|                          |             |                                      | 10.5      |
|                          |             | <b>Total Credit Hours</b>            | <b>64</b> |

**Medical Assistant Certificate Transfer Credits to Associate of Applied Science in Medical Assisting**

Graduates of NWSC’s Medical Assistant Certificate Program may qualify to transfer credits in the Associate of Applied Science in Medical Assisting program. Upon review of the student’s transcript, the following courses may be eligible for transfer:

| Course Code | Course Title                        | Credit Hours |
|-------------|-------------------------------------|--------------|
| BIO 104     | Medical Terminology                 | 2            |
| BIO 201     | Human Anatomy & Physiology I        | 4            |
| BIO 202     | Human Anatomy & Physiology II       | 4            |
| MA 110      | Medical Law & Ethics                | 2            |
| MA 111      | Administrative Medical Assisting I  | 4            |
| MA 112      | Administrative Medical Assisting II | 4            |
| MA 113      | Clinical Medical Assisting I        | 5            |
| MA 117      | Medical Assisting Externship        | 3.5          |

## **Bachelor of Health Science**

Students in the Bachelor of Health Science Program (BHS) will gain a basic understanding of the different healthcare-related settings and services alongside current healthcare-related issues, including the dynamics of the healthcare delivery system, policies, and ethics. Students will be exposed to healthcare research through externship training. Moreover, students will develop foundational knowledge in the field of human biology, human anatomy and physiology, medical terminology, epidemiology, disease prevention, health promotion, mental health, and public health.

The BHS prepares students to be proficient and gain experience in multiple areas that will expand career opportunities in the field or enable them to pursue graduate education. Students may find employment in positions including but not limited to clinical research coordinator, medical and health services specialist, public health education specialists, community health specialists, medical equipment and sales representatives, and health insurance processing specialists.

Upon successful completion, students will be awarded a Bachelor of Health Science degree.

### **Requirements for Graduation**

- Complete a minimum of 120 credit hours (42 general education credit hours and 78-79 core credit hours, including 7 research credit hours). A minimum of 40 credit hours should be at the 200- and 300-levels.
- In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, the last 20 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

### **Program Objectives**

Upon completion of the Bachelor of Health Science program, the graduate should:

- Apply critical and scientific inquiry to identify and evaluate valid and reliable knowledge in the health discipline and in various healthcare settings.
- Identify organizational and societal needs and apply the most effective interventions for problem-solving.
- Utilize appropriate methods to promote health behaviors and practices.
- Interpret and apply ethical principles and values in the practice of health.
- Recognize varying perspectives towards health and illness in order to effectively assist and advocate for diverse populations.
- Understand diverse perspectives and communicate professionally to inform health information to the public.

### **Occupational Objectives**

Graduates of the Bachelor of Health Science program are prepared for positions such as Clinical Research Coordinator, Medical and Health Services Specialist, Public Health Education Specialist, Community Health Specialist, Medical Equipment and Sales Representative, and Health Insurance Processing Specialist.

### Program of Study

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 3. Requirements for a Bachelor of Health Science

| Area                         | Min. Credit Hours                               | Course Code          | Course Name                         | Course Credit Hours | General Education |
|------------------------------|---|----------------------|-------------------------------------|---------------------|-------------------|
| Communications               | 9   | ENG 101              | English Language and Composition I  | 3                   | ✓                 |
|                              |   | ENG 102              | English Language and Composition II | 3                   | ✓                 |
|                              |   | ENG 202              | Fundamentals of Speech Comm.        | 3                   | ✓                 |
| Mathematics                  | 8   | MTH 121              | College Algebra/Pre-Calculus        | 4                   | ✓                 |
|                              |   | MTH 122              | Calculus                            | 4                   | ✓                 |
| Physical & Life Sciences     | 7   | BIO 101              | Principles of Biology               | 5                   | ✓                 |
|                              |   | <i>CHEM Elective</i> |                                     | 2                   | ✓                 |
| Humanities & Fine Arts       | 9   | HUM 205              | Introduction to Ethics              | 3                   | ✓                 |
|                              |   | <i>HUM Elective</i>  |                                     | 3                   | ✓                 |
|                              |   | <i>FA Elective</i>   |                                     | 3                   | ✓                 |
| Social & Behavioral Sciences | 9   | PSY 101              | Principles of Psychology            | 3                   | ✓                 |
|                              |   | <i>PSY Elective</i>  |                                     | 3                   | ✓                 |
|                              |   | SOC 101              | Principles of Sociology             | 3                   | ✓                 |
| Core                         | 78  | BIO 102              | Cellular & Molecular Biology        | 5                   |                   |
|                              |   | BIO 104              | Medical Terminology                 | 2                   |                   |
|                              |   | BIO 201              | Human Anatomy & Physiology I        | 4                   |                   |
|                              |   | BIO 202              | Human Anatomy & Physiology II       | 4                   |                   |
|                              |   | BIO 210              | Genetics                            | 4                   |                   |
|                              |   | BIO 302              | Molecular Genetics & Biotechnology  | 5                   |                   |
|                              |   | BIO 303              | Microbiology                        | 4                   |                   |
|                              |   | COMM 203             | Fundamentals of Public Relations    | 3                   |                   |
|                              |   | HS 200               | Introduction to Healthcare          | 2                   |                   |
|                              |   | HS 201               | Introduction to Clinical Research   | 3                   |                   |
|                              |   | HS 250               | Healthcare in the U.S.              | 3                   |                   |
|                              |   | HS 251               | Fundamentals of Public Health       | 4                   |                   |
|                              |   | HS 310               | Epidemiology and Public Health      | 3                   |                   |
| HS 222                       | Introduction to Hospital Patient Care Practices | 2                    |                                     |                     |                   |

|  |             |                                       |   |  |
|--|-------------|---------------------------------------|---|--|
|  | HS 260      | Healthcare Practice                   | 3 |  |
|  | HS 312      | Mental Health                         | 3 |  |
|  | HS 301      | Healthcare Ethics & Legal Issues      | 3 |  |
|  | HS 430      | Healthcare Policy                     | 3 |  |
|  | MTH 301     | Biostatistics                         | 4 |  |
|  | PSY 350     | Organizational Behavior               | 3 |  |
|  | RES 200     | College Seminar                       | 2 |  |
|  | RES 307     | Undergraduate Research Seminar        | 2 |  |
|  | RES 399/408 | Externship/Undergrad Research Project | 3 |  |
|  | SOC 220     | Medical Sociology                     | 4 |  |

Table 4. Suggested Plan of Study for Bachelor of Health Science

| Term                     | Course Code | Course Title                         | Credits |
|--------------------------|-------------|--------------------------------------|---------|
| 1 <sup>st</sup> Semester | BIO 101     | Principles of Biology                | 5       |
|                          | CHEM 100    | Chemicals Around Us                  | 2       |
|                          | ENG 101     | English Language & Composition I     | 3       |
|                          | HS 200      | Introduction to Healthcare           | 2       |
|                          | MTH 121     | College Algebra/Pre-Calculus         | 4       |
|                          |             |                                      | 16      |
| 2 <sup>nd</sup> Semester | BIO 102     | Cellular & Molecular Biology         | 5       |
|                          | BIO 104     | Medical Terminology                  | 2       |
|                          | ENG 102     | English Language & Composition I     | 3       |
|                          | MTH 122     | Calculus                             | 4       |
|                          | PSY 101     | Principles of Psychology             | 3       |
|                          |             |                                      | 17      |
| 3 <sup>rd</sup> Semester | BIO 201     | Human Anatomy & Physiology I         | 4       |
|                          | ENG 202     | Fundamentals of Speech Communication | 3       |
|                          | COMM 203    | Fundamentals of Public Relations     | 3       |
|                          | HUM 205     | Introduction to Ethics               | 3       |
|                          | SOC 101     | Principles of Sociology I            | 3       |
|                          |             |                                      | 16      |
| 4 <sup>th</sup> Semester | BIO 202     | Human Anatomy & Physiology II        | 4       |
|                          | FA 103      | Religion in Architecture             | 3       |
|                          | HS 201      | Introduction to Clinical Research    | 3       |
|                          | HS 301      | Healthcare Ethics & Legal Issues     | 3       |
|                          | SOC 220     | Medical Sociology                    | 4       |
|                          |             |                                      | 17      |
| 5 <sup>th</sup> Semester | BIO 210     | Genetics                             | 4       |
|                          | HS 250      | Healthcare in the U.S.               | 3       |
|                          | HS 251      | Fundamentals of Public Health        | 4       |
|                          | HS 310      | Epidemiology and Public Health       | 3       |
|                          | PSY 220     | Abnormal Psychology                  | 3       |
|                          | RES 200     | College Seminar                      | 2       |
|                          |             |                                      | 19      |

|                          |         |   |            |
|--------------------------|---------|---|------------|
| 6 <sup>th</sup> Semester | BIO 302 | Molecular Genetics & Biotechnology              | 5          |
|                          | HS 222  | Introduction to Hospital Patient Care Practices | 2          |
|                          | HS 260  | Healthcare Practice                             | 3          |
|                          | HS 312  | Mental Health                                   | 3          |
|                          | HUM 201 | World Religions                                 | 3          |
|                          | RES 307 | Undergraduate Research Seminar                  | 2          |
|                          |         |   | 18         |
| 7 <sup>th</sup> Semester | BIO 303 | Microbiology                                    | 4          |
|                          | MTH 201 | Biostatistics                                   | 4          |
|                          | HS 430  | Healthcare Policy                               | 3          |
|                          | PSY 350 | Organizational Behavior                         | 3          |
|                          | RES 399 | Externship                                      | 3          |
|                          |         |   | 17         |
|                          |         | <b>Total Credit Hours</b>                       | <b>120</b> |

## Bachelor of Science in Biology

Students in the Bachelor of Science in Biology Program will explore and understand the concepts and fundamentals of living organisms. In addition to the general education courses and physical sciences such as general chemistry and general physics, students will develop a deep understanding of the biological and biochemical sciences, including cell biology, microbiology, genetics, evolution, anatomy and physiology, biotechnology, organic chemistry, and biochemistry. Students will also gain hands-on experience through research projects and the available externship opportunities.

The Bachelor of Science in Biology prepares students to be proficient and gain experience in multiple areas that will expand career opportunities, including but not limited to roles such as biological technicians, biotechnologists, microbiologists, pharmaceutical research and development technicians, clinical research coordinators, community health specialists, and medical equipment and sales representatives. The program will also enable students to pursue graduate education. Moreover, the program offers a Pre-Medicine pathway in which students gain the knowledge necessary to continue their studies at medical schools. The Pre-Med pathway necessitates satisfactory completion of additional courses.

Upon successful completion, students are awarded a Bachelor of Science in Biology.

### Requirements for Graduation

- Complete a minimum of 120 credit hours (45 general education credit hours and 75 core credit hours, including 8 research credit hours). A minimum of 40 credit hours should be at the 200- and 300-levels.
- In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, the last 20 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

## **Program Objectives**

Upon completion of the Bachelor of Science in Biology program, the graduate should:

- Understand how biology in particular and science in general relate to our lives and apply these principles to a professional setting.
- Recognize the need to be conscious of social problems relevant to the life sciences.
- Demonstrate competency in the areas of biology and apply this knowledge to address practical applications.
- Understand and apply the scientific method for an appreciation of the role and value research.
- Critically search, read, and evaluate primary literature.
- Apply critical thinking and problem-solving skills to effectively approach inquiries within and beyond scientific fields.
- Demonstrate a basic understanding of the behavior, social, and natural sciences.
- Join the workforce as a trained multi-skilled professional who can fulfill many roles in a modern-day environment and allow the training to open unique opportunities for advancement in any area of science (continuing education), professional growth, and personal satisfaction.
- Understand diverse perspectives and communicate professionally.

## **Occupational Objectives**

Students may find employment in positions including but not limited to Biological Technician, Biotechnologist, Microbiologist, Pharmaceutical Research and Development Technician, Clinical Research Coordinator, Community Health Specialist, and Medical Equipment and Sales Representative.

## **Program of Study**

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 5. Requirements for a Bachelor of Science in Biology

| Area                         | Min. Credit Hours | Course Code                | Course Name                         | Course Credit Hours | General Education |
|------------------------------|-------------------|----------------------------|-------------------------------------|---------------------|-------------------|
| Communications               | 9                 | ENG 101                    | English Language and Composition I  | 3                   | ✓                 |
|                              |                   | ENG 102                    | English Language and Composition II | 3                   | ✓                 |
|                              |                   | ENG 202                    | Fundamentals of Speech Comm.        | 3                   | ✓                 |
| Mathematics                  | 8                 | MTH 121                    | College Algebra/Pre-Calculus        | 4                   | ✓                 |
|                              |                   | MTH 122                    | Calculus                            | 4                   | ✓                 |
| Physical & Life Sciences     | 10                | BIO 101                    | Principles of Biology               | 5                   | ✓                 |
|                              |                   | CHEM 101                   | General Chemistry I                 | 5                   | ✓                 |
| Humanities & Fine Arts       | 9                 | HUM 205                    | Introduction to Ethics              | 3                   | ✓                 |
|                              |                   | <i>HUM Elective</i>        |                                     | 3                   | ✓                 |
|                              |                   | <i>FA Elective</i>         |                                     | 3                   | ✓                 |
| Social & Behavioral Sciences | 9                 | PSY 101                    | Principles of Psychology            | 3                   | ✓                 |
|                              |                   | SOC 101                    | Principles of Sociology I           | 3                   | ✓                 |
|                              |                   | <i>PSY or SOC Elective</i> |                                     | 3                   | ✓                 |
| Core                         | 75                | BIO 102                    | Cellular & Molecular Biology        | 5                   |                   |
|                              |                   | BIO 200                    | Evolutionary Biology                | 4                   |                   |
|                              |                   | BIO 210                    | Genetics                            | 4                   |                   |
|                              |                   | BIO 302                    | Molecular Genetics & Biotechnology  | 5                   |                   |
|                              |                   | BIO 303                    | Microbiology                        | 4                   |                   |
|                              |                   | MTH 201                    | Statistics                          | 4                   |                   |
|                              |                   | PHYS 201                   | General Physics I                   | 4                   |                   |
|                              |                   | PHYS 301                   | General Physics II                  | 4                   |                   |
|                              |                   | RES 307                    | Undergraduate Research Seminar      | 2                   |                   |
|                              |                   | RES 408                    | Undergraduate Research Project      | 3                   |                   |
|                              |                   | <i>RES Elective</i>        |                                     | 3                   |                   |
|                              |                   | <i>Science Electives</i>   |                                     | 32                  |                   |

Table 6. Suggested Plan of Study for Bachelor of Science in Biology

| Term                     | Course Code | Course Title                         | Credits    |
|--------------------------|-------------|--------------------------------------|------------|
| 1 <sup>st</sup> Semester | BIO 101     | Principles of Biology                | 5          |
|                          | ENG 101     | English Language & Composition I     | 3          |
|                          | FA 103      | Religion in Architecture             | 3          |
|                          | MTH 121     | College Algebra/Pre-Calculus         | 4          |
|                          | PSY 101     | Principles of Psychology             | 3          |
|                          |             |                                      | 18         |
| 2 <sup>nd</sup> Semester | BIO 102     | Cellular & Molecular Biology         | 5          |
|                          | BIO 104     | Medical Terminology                  | 2          |
|                          | ENG 102     | English Language & Composition II    | 3          |
|                          | MTH 122     | Calculus                             | 4          |
|                          | SOC 101     | Principles of Sociology I            | 3          |
|                          |             |                                      | 17         |
| 3 <sup>rd</sup> Semester | BIO 201     | Human Anatomy & Physiology I         | 4          |
|                          | ENG 202     | Fundamentals of Speech Communication | 3          |
|                          | BIO 205     | Environmental Biology                | 3          |
|                          | MTH 201     | Statistics                           | 4          |
|                          | PHYS 201    | General Physics I                    | 4          |
|                          |             |                                      | 18         |
| 4 <sup>th</sup> Semester | BIO 202     | Human Anatomy & Physiology II        | 4          |
|                          | CHEM 101    | General Chemistry I                  | 5          |
|                          | PHYS 301    | General Physics II                   | 4          |
|                          | SOC 220     | Medical Sociology                    | 4          |
|                          |             |                                      | 17         |
| 5 <sup>th</sup> Semester | BIO 210     | Genetics                             | 4          |
|                          | CHEM 102    | General Chemistry II                 | 5          |
|                          | CHEM 201    | Organic Chemistry I                  | 5          |
|                          | HUM 203     | Humanities Appreciation              | 3          |
|                          |             |                                      | 17         |
| 6 <sup>th</sup> Semester | BIO 200     | Evolutionary Biology                 | 4          |
|                          | CHEM 202    | Organic Chemistry II                 | 5          |
|                          | CHEM 321    | Biochemistry I                       | 4          |
|                          | RES 115     | Physician Shadowing                  | 1          |
|                          | RES 200     | College Seminar                      | 2          |
|                          | RES 307     | Undergraduate Research Seminar       | 2          |
|                          |             |                                      | 18         |
| 7 <sup>th</sup> Semester | BIO 302     | Molecular Genetics & Biotechnology   | 5          |
|                          | BIO 303     | Microbiology                         | 4          |
|                          | HUM 205     | Introduction to Ethics               | 3          |
|                          | RES 408     | Undergraduate Research Project       | 3          |
|                          |             |                                      | 15         |
|                          |             | <b>Total Credit Hours</b>            | <b>120</b> |

## Academic Policies

### Responsibility of the Student

NWSC offers a number of resources to assist students in planning their educational programs. It is the responsibility of the student to make final choices and assume responsibility for his/ her decisions. The student must meet course prerequisites and graduation requirements. Transferring students should refer to the NWSC Catalog as well as the State of Illinois guidelines.

### Evaluation of Transfer Credit for Degree Programs

If a student transfers to Northwest Suburban College from another institution, the transfer credits accepted by the College will count as total semester credits attempted and total semester credits completed. The grades from such credits will not be included in the calculation of minimum cumulative GPA or final GPA.

The evaluation of transfer credits is based on an evaluation of transcripts, assessment of course equivalency including content, articulation agreements (if applicable), and the accreditation status of the awarding institution. Because of the individuality of each course, careful consideration is made when transferring credits to the College's program in order to ensure that the course content meets the high standards of the College and is aligned with the program objectives.

The College considers granting transfer credit for the following:

- College level courses taken from another institution with appropriate state approvals, and preferably, Department of Education recognized accreditation in the United States.
- Foreign transcripts evaluated at the student's expense by an outside agency designated by the College.
- Credits from proficiency examinations such as Advanced Placement exams and the College Level Examination Program (CLEP).

### Application of Credit Transfer

Transfer credits will be applied to the requirements of a degree program if students complete their residency requirement at NWSC and satisfactorily complete the remaining coursework in his/her degree program.

NWSC may transfer up to 25 credit hours towards the associate degree, 28 credit hours toward the AAS-MA from graduates of the NWSC Medical Assistant Certificate Program, and 55 credit hours towards the bachelor's degree programs. No credit for the coursework completed at another institution will be applied if the same or an equivalent course is taken at NWSC. Credits taken at another institution while enrolled at NWSC may not be transferred, students are encouraged to consult with their advisor.

## **Application of Credit Transfer from Medical Assisting Certificate Program to Associate of Applied Science in Medical Assisting Program**

Students who have satisfactorily completed the NWSC Medical Assisting Certificate Program may be awarded up to 28 credit hours toward the AAS-MA Program. See the Associate of Applied Science in Medical Assisting section for more details. The Undergraduate Dean of Academic & Student Affairs will review the student's MA Certificate transcript and determine course transfers. Contact the Dean for more information.

### **Credit for Prior Learning (CPL) (AAS-MA program only)**

Students in the Associate of Applied Science in Medical Assisting Program may apply for Credit for Prior Learning (CPL) from work experience to MA 117/Medical Assistant Externship. To do so, the student must complete an NWSC CPL Form, available at the Office of the Undergraduate Dean of Academic & Student Affairs. Students must explain how their life or professional experience is commensurate with each of the course learning outcomes. The explanation must be typed, double-spaced, and between 500-1000 words (not to exceed 1000 words). The student must also provide documentation of a minimum of four years of validated work experience within the last five years. Upon submission to the Dean, a member of the NWSC faculty will review and determine if the quality of the work proposed is equivalent to college-level learning.

### **Transfer of Credit Disclaimer**

Northwest Suburban College does not guarantee that credits earned at the institution will be accepted by any other college, university, or program. The acceptance of transfer credit is always at the discretion of the receiving institution, and each institution sets its own policies and criteria for evaluating transfer coursework.

### **Standards for Credit Evaluation**

The Admissions Committee will determine transferrable credits, based on:

- **Course Descriptions:** The Committee will determine if: (1) a course satisfies the learning objectives of an equivalent College course, (2) a course satisfies substantively similar learning objectives to a non-equivalent course and it is appropriate to allow the course to substitute for the College course, or (3) it is appropriate to allow the course to transfer as a general elective.
- **Course Grades:** College level courses in which a student has earned a C grade or higher taken at regionally accredited or state approved institutions of higher education in the United States. A numeric average of 80 percent or better is required for schools not using a traditional grading scale (though infrequent, exceptions may be made by the Dean of Academic & Student Affairs for courses with grades of C or higher).
- **Course Accreditation:** The committee will give weight to the rigor of the institutional or programmatic accreditation of a course applied for transfer in making a determination of transferability. Only courses deriving from state approved institutions, preferably with accredited status from a Department of Education recognized accreditor will be considered for transfer (unless meeting the separate requirements for foreign credits).

- **Credit Differences:** Transfer courses with credits that are greater than the NWSC equivalent course will be given the NWSC course credit amount. Transfer courses with credits that are less than the NWSC equivalent course will be given the transfer credit amount.
- **Age of Credits:** Credits for transfer courses completed more than 10 years before the time of admission may be denied.
- **Foreign Credits:** Foreign transcripts must be evaluated at the student's expense by an outside agency designated by the College. The results of such a review will be considered along with other factors in a decision to award transfer credit.
- **Test Results:** The Admissions Committee shall develop standards for acceptance of credit by approved examination, including acceptable subjects' equivalent to College courses and required minimum test scores.

The Admissions Committee will determine what courses are potentially transferable, and how much credit may be awarded for those credits up to 55 credit hours in total.

### **Transcript of Academic Record**

Only upon written request from the student to the Registrar, a copy of the official transcript is issued. The first copy is free, but for each subsequent request, a fee will be charged.

### **Satisfactory Academic Progress**

All students at Northwest Suburban College must meet the College's standards for Satisfactory Academic Progress (SAP). The College requires compliance with the SAP policy for all students in undergraduate degree programs and certificate programs.

Students are expected to adhere to the guidelines for the SAP policy for both Minimum Cumulative GPA (Qualitative Progress) and Timely Completion (Quantitative Progress). Satisfactory academic progress evaluations will be conducted by the NWSC Dean of Academic & Students Affairs using the criteria below. The evaluation will be conducted after final grades have been posted for the program's designated Evaluation Increment.

#### **SAP Evaluation**

Satisfactory Academic Progress evaluations will be conducted by the Dean of Academic & Student Affairs using the criteria below. The evaluation will be conducted after final grades have been posted for the program's designated Evaluation Increment in the degree programs (i.e., at the end of each term). Students who fail to meet the SAP guidelines will be notified in writing.

Credit evaluation for measurement of SAP is calculated as follows:

- Grades of A, B, C, or D are earned credit.
- Grades of F and W are considered hours attempted, but no credit is earned.
- Incomplete grades (I) are considered hours attempted, but not earned credit until a passing grade is posted. An Incomplete grade will revert to an F if the work is not completed by the end of the following Semester.

Repeated classes are considered hours attempted in all terms, but are earned credit only in the term with the highest passing grade is posted. Students can repeat course(s) with a “D” or “F” grade, and only the final grade will be included in the GPA.

Students who fail to meet standards for satisfactory academic progress are subject to being placed on academic probation. Students are expected to work closely with their advisor to maintain good academic standing and for rehabilitation of good academic standing. Continued failure to comply with SAP may become ineligible for institutional aid and face dismissal from the College.

### **Credit Policies**

Courses in the College’s degree programs are measured in terms of credit hours.

A semester is 15 weeks long. One semester credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.
- Two hours of lab per week for a semester or the equivalent number of hours.
- Three hours of externship/clinical per week for a semester or the equivalent number of hours.

Students are expected to work outside hours for each credit hour or lecture/laboratory for the associate and bachelor’s programs as follows:

- Each hour of class work requires two hours of out-of-class activities.
- Each hour of laboratory work requires one hour of out-of-class activities.

### **Course Scale and Course Grading**

Grades are awarded to students based on academic performance and attendance in each class. Grading requirements are specified by the instructor in each course’s syllabus.

Degree program courses are evaluated using a letter grade system. The following grading scale will be used to assess each student’s performance in graded courses:

| <b>Grade</b> | <b>Grade Percentage</b> | <b>Grade Description</b> | <b>Grade Points</b> | <b>Credits Earned (Per Credit)</b> |
|--------------|-------------------------|--------------------------|---------------------|------------------------------------|
| A            | 100-90                  | Excellent                | 4                   | 1                                  |
| B            | 89-80                   | Good                     | 3                   | 1                                  |
| C            | 79-70                   | Average                  | 2                   | 1                                  |
| D            | 69-60                   | Poor                     | 1                   | 1                                  |
| F            | 59 or Below             | Failure                  | 0                   | 0                                  |

In addition to the above evaluations of academic performance, the following designations will be used to identify the outcome of any course when applicable. No Grade Points are earned for these grades.

| Grade | Grade Description         | Application   | Credits Earned (Per Credit) |
|-------|---------------------------|---|-----------------------------|
| P     | Pass                      | Used to designate passing performance in courses designated as eligible for Pass/Fail grading in the academic catalog. A student must identify their desire for Pass/Fail grading at the time of registration.  | 1                           |
| I     | Incomplete                | Students not completing specific course requirements and/or the Final Exam may be assigned an "I" grade by the instructor. There will be a written explanation of the work to be completed. To convert an "I" grade to a letter grade, a student must complete all requirements by the end of the following semester. If the student fails to do so, an "I" will automatically convert into an "F" grade. | 0                           |
| R     | Repeat                    | Students may repeat courses in which a D or F was earned. Upon successful completion, the prior grade will convert to an R. Any credits granted for that course will be removed, and it will not be included in GPA calculations.   | 0                           |
| W     | Withdrawal                | Student withdrawal from a course after the last date to drop (generally 10 days after the start of the semester) but before the end of the last day to withdraw.  | 0                           |
| AW    | Administrative Withdrawal | Student removal from a course or program due to failure to comply with College policies or due to dismissal.  | 0                           |

The last day to drop is generally the 10th day of the semester, and the last day to withdraw is Friday of the ninth week of the semester courses. If a student withdraws from a course before the last day to drop, the course will not appear on the student's transcript. All courses appearing on the transcript with a grade or designation described here are considered attempted credits.

### Grade Changes

In matters relating to grades, the instructor's judgment is typically considered final and conclusive. Students may appeal the professional judgment exercised by the instructor if there was an error in the application of grading procedures, as outlined in the course syllabus.

To appeal, students must follow the College's policy on grievances. They should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grades due date. The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, they have until the end of the current semester to submit the student's written statement and written resolution to the Dean of Academic & Student Affairs.

### Course Load

Students in the undergraduate program are expected to enroll in 12-17 credit hours/term. Any student enrolled 18-21 credit hours must receive approval from the advisor. In rare circumstances, a student may be granted additional credit hours, which may be granted by the Dean of Academic & Student Affairs.

### Minimum Cumulative GPA

The College's qualitative measure of academic progress requires that students maintain a minimum cumulative GPA. At the end of each evaluation increment, degree-seeking students must achieve a minimum cumulative grade point average of 2.0 on a 4.0-point scale. Exception is for the end of the first academic year, where an undergraduate student must attain a minimum cumulative grade point average of 1.5/4.0 for 1-29 registered credit hours and 2.0/4.0 for 30+ credit hours. This ensures that students are on track to achieve the necessary grade point for program completion.

### Timely Completion

The College's quantitative measure of academic progress requires timely program completion. To achieve satisfactory academic progress for Timely Completion, the student must complete 2/3 of the cumulative hours attempted. This ensures that students are making reasonable progress toward program completion.

In addition, the College's enrollment agreement sets expectations for the level of course enrollment expected of full-time and part-time students. These expectations are designed to ensure that students complete their degrees within 150% of the normal program length (for their enrollment type) when complying with SAP standards.

### Maximum Time Frame & Minimum Completion of Work

Each student must complete their degree within 150% of the normal program length. Therefore, the following table details the SAP policy, including the maximum amount of time a student can take to complete the program, when students will be evaluated (Evaluation Increment), and the minimum amount of work that must be completed by the evaluation increment in order to meet the maximum time frame. Credits counted in the maximum time frame include all attempted courses, including pass/fail (P/F), each repeated course, withdrawals (W), failures (F), and incompletes (I).

| Program   | Time Frame  | Max. Program Time Frame | Evaluation Increment       | Min. Work Completed at Evaluation Increment |
|---|-------------|-------------------------|----------------------------|---|
| Bachelor of Science in Biology                    | 7 Semesters | 11 Semesters            | End of Semester (15 Weeks) | 12 Credit Hours                             |
| Bachelor of Health Science                        | 7 Semesters | 11 Semesters            | End of Semester (15 Weeks) | 12 Credit Hours                             |
| Associate of Applied Science in Medical Assisting | 5 Semesters | 8 Semesters             | End of Semester (15 Weeks) | 12 Credit Hours                             |

### **Academic Probation**

Any student who fails to meet the College's SAP standards at the end of any evaluation increment will be placed on Academic Probation. The student will be provided with written notice of his/her probationary status, and the status will be identified on the student's transcript.

Once placed on Academic Probation, a student must comply with the Probationary Standards:

- In each term a student registers for courses, s/he must earn credit for 2/3 of the courses registered, and receive a minimum term GPA of 2.0/4.0.
- The student must meet with his/her advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over their academic progress.

A student will be removed from academic probation when they establish compliance with cumulative SAP standards at the end of the evaluation increment. A student who fails to meet cumulative SAP standards, but has met the Probationary Standards for the term will be continued on academic probation for another term.

A student who fails to meet the Probationary Standards for any term while on Academic Probation will be dismissed from the College.

### **Appeal of Academic Dismissal**

If unusual circumstances (e.g., personal injury or illness, death of a relative, etc.) contributed to a student's failure to meet the Probationary Standards, an appeal may be filed with the Dean of Academic & Student Affairs. The student must provide a written statement explaining how the unusual circumstance has been resolved so that s/he will be able to comply with the Probationary Standards in future terms. The student will receive notice on the status of the appeal within two weeks of NWSC receiving the documentation. If accepted, the student will be returned to academic probation for one additional evaluation increment.

### **Minimum Graduation Requirements**

The minimum requirements for graduation include the following:

- Achieve a minimum CGPA of 2.0/ C average.
- Satisfactorily complete all required courses.
- Meet minimum attendance requirements and requirements for assignments and out-of-class work.

### **Program Withdrawals**

A student wishing to withdraw from their academic program must complete the Program Withdrawal Form. The form may be submitted to the Registration and Records Office in person or by registered mail.

Students who fail to attend the College for two consecutive terms, without requesting a leave of absence, will be administratively withdrawn. Failure to attend is defined as failure to register for any courses, withdrawal from all courses, or administrative withdrawal from all courses. Such students must complete an application for readmission and new enrollment agreement before being allowed to register for any subsequent courses.

Students who have been dismissed due to violations of the College Code of Conduct or failure to meet the College's Satisfactory Academic Progress Policy will be administratively withdrawn. Such students may only apply for readmission as indicated in the dismissal decision or the specific policies underlying their dismissal.

Students who withdraw from their programs after the drop/add date for the term will have all courses recorded on their transcript as course withdrawals. Students who are administratively withdrawn from their programs after the drop/add date for the term will have all courses recorded on their transcript as course administrative withdrawals.

Fee and tuition refunds for program withdrawals will be processed according to the College's Policy on Tuition Refunds.

### **Program Change**

For those students interested in changing programs or seeking to earn additional credentials, standing credits attempted and grades earned will count towards the new program of study and satisfactory academic progress.

Transfer students seeking to change programs will have their transcripts reevaluated according to the maximum transfer credits allowed for the desired program.

### **Course Drops and Withdrawals**

A student wishing to drop or withdraw from a course must complete the Course Withdrawal Form. The form may be submitted to Registration & Records Office in person or by registered mail. The effective date of a withdrawal is the date submitted in this manner.

If a student withdraws from a course prior to the drop/add date (specified in the academic calendar) it is considered a drop. The student may elect to register for a different course or have their drop processed according to the College's Policy on Tuition Refunds, if eligible.

Withdrawals after the drop/add date will be processed according to the College's Policy on Tuition Refunds, if eligible. Withdrawals after the drop/add date will be counted as courses attempted, and appear on the student's transcript as described in the College's Policy on Grading.

The College may initiate an administrative course withdrawal if:

- The student fails to attend a course for two weeks; or
- The student fails to attend 25% (aggregate) of the class sessions for a course.

Administrative withdrawals are recorded on a student's transcript per the College's Policy on Grading, and will be processed according to the College's Policy on Tuition Refunds. The effective date of an administrative withdrawal is the later of (1) the last day that the student attended the course, or (2) the day after the drop/add date.

If an administrative withdrawal would be effective after the last day to withdraw designated on the academic calendar, the student will instead receive a failing grade (F) for the course.

For refund information, please refer to the College's Institutional Refund Policy.

## **Attendance**

Absence and tardiness interfere with instruction and contribute to academic failure. Therefore, students are expected to attend all classes in which they are enrolled. In the event that a student cannot attend class, s/he must directly notify the instructor prior to the session. Moreover, in cooperation with the instructor, the student is required to make-up the missed hours.

The College policy is that a student may not exceed two absences per course. However, each instructor has the right to modify his/her course attendance policy, which can be found in the course syllabus. Failure to meet the attendance policy may result in an administrative withdraw (AW) from or Failure (F) in the course and may require repeating it.

## **Repeating Courses**

Students may repeat course(s) with a D or F grade, and only the final grade will be included in the GPA. Only grades A through F are included in the cumulative GPA (CGPA) calculation. A minimum CGPA of 2.0/4.0 is required to earn a diploma.

## **Leave of Absence**

Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to six months. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. NWSC permits students to request a LOA as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, serious health conditions of the student or spouse, child, or parent; birth of a child; jury duty; or military obligations. In order for the student to be granted an LOA, (s)he must submit a completed, signed, and dated Leave of Absence Form to the Dean of Academic & Student Affairs (In the absence of a dean, see the Director of Programs).

Students should note that a LOA might affect their program completion time. Reasons include, but are not limited to, the following:

- Students returning from a LOA are not guaranteed that the course required to maintain the normal progress in the program will be available at the time of reentry.
- Students may have to wait for the appropriate course to be offered.

Students requiring extended leave must consult the Dean/VP. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program, and the institution will invoke the cancellation/refund policy. As required by state regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the refund amount.

## **Exam Procedures**

During exam days, the follows procedures are required for students:

- At the start of the class session, cell phones must be silenced or turned off and placed in the instructor-designate space. Students may retrieve their phones once the class is dismissed.

- No items should be on or under the desk, unless provided by instructor.
- No headphones/ear buds are allowed.
- Backpacks and/or bags must be placed at the front of the classroom. Instructors have the right to modify exam procedures.

## **Externships**

Some programs at Northwest Suburban College may require that students complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of the didactic program requirements. Clinical externship documents will be provided by NWSC to the student and will stipulate guidelines and procedures, including qualifications, attendance requirements, and site assessments procedures.

Students shall note clinical externships are non-paid training experiences with affiliated sites. Most sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during day business hours. The hours for the externship can vary and are determined by the externship site, not by the College. Students are required to make appropriate arrangements for participation in the externship, including employment schedule conflicts, childcare, and transportation. If necessary, students are also required to purchase individual liability insurance at their own expense.

## **Community Engagement**

Aligned with NWSC's motto of "service, excellence, and compassion," students are asked to participate in community engagement events coordinated by the College, such as field trips to museums, volunteering for not-for-profit causes, and providing community health screenings. Events may take place during the course timings, and in such cases, attendance will be noted. Students are required to make appropriate arrangements for participation in the community engagement event, including transportation.

## **Course Syllabi**

The syllabus for each course is distributed by the instructor during the first week of class. The syllabus includes outlines related to goals, learning objectives, instructional methods, course criteria, attendance, and the grading policy.

## **High School or Program Verification**

NWSC verifies the high school from the list published by the Illinois Board of Education (<https://www.isbe.net/Pages/PublicSchoolDistrictLookup.aspx>). If the diploma is from an out-of-state high school, the Admissions Representative may verify it from the respective high school website or respective states' board of education website.

## Technical Requirements for Populi Learning Management System (Recommended)

### Operating System

- PC: Windows 7, Windows 8 (Windows 10 Recommended)
- Mac/Apple: MacOS 10.7, (MacOS 10.14.4 Recommended)

### Processor

- Intel 2 GHz, Core Solo 1.5 GHz (Intel 2 GHz, Core Duo 1.83 GHz or faster Recommended)

### Memory (RAM)

- 1 GB (4 GB recommended)

### Free Hard Drive Space

- 20 GB (recommended)

### Web Browsers

- Google Chrome: Best Option for Windows Users, Also Good for Mac Users
- Mozilla Firefox: Another Good Choice for Mac and Windows Users
- Safari: Great Option for Mac Users
- Internet Explorer: Not Available to Download for Mac Users
- Microsoft Edge: Encouraged for Windows 10 Users

### Mobile Browsers

- Safari: Works Best with iOS Devices
- Google Chrome: Works Well with iOS and Android Devices
- Mozilla Firefox: iOS and Android
- Microsoft Edge: Baked-in to Windows 10 devices and works well with Populi
- Internet Explorer: Version in Windows 8.1 works as well

### Monitor

- Minimum Resolution: 1280 x 1024 pixels (recommended)

## NWSC Course Descriptions

### Course Numbering

Northwest Suburban College's course numbering system uses an alphabetic discipline code followed by a numeric course number. The alphabetic prefix is the subject identifier while the three-digit code indicates the relative difficulty of the course (the higher the number, the more advanced the course).

Introductory courses in core curricula (100-199) generally do not have prerequisites. Intermediate courses (200-299) build on skill sets from introductory courses and generally have prerequisites. Generally, courses within the 100- and 200-range are associate-level courses.

Courses below 100-level are considered remedial courses and are not applied toward credit hours required for completion of the degree programs.

| School                          | Departments            | Courses    |                   |
|---------------------------------|------------------------|------------|-------------------|
|                                 |                        | Prefix     | Discipline        |
| School of Undergraduate Studies | Biological Sciences    | BIO        | Biology           |
|                                 | Communication          | COMM       | Communication     |
|                                 | Health Sciences        | HS         | Health Sciences   |
|                                 | Humanities & Fine Arts | FA         | Fine Arts         |
|                                 |                        | HUM        | Humanities        |
|                                 | Language & Literacy    | ENG        | English           |
|                                 |                        | FL         | Foreign Language  |
|                                 | Mathematics & Finance  | ACCT       | Accounting        |
|                                 |                        | FIN        | Finance           |
|                                 |                        | MTH        | Mathematics       |
|                                 | Medical Assisting      | MA         | Medical Assisting |
|                                 | Physical Sciences      | CHEM       | Chemistry         |
|                                 |                        | PHYS       | Physics           |
|                                 | Research & Development | DEV        | Development       |
|                                 |                        | RES        | Research          |
| Social & Behavioral Sciences    | HIS                    | History    |                   |
|                                 | PSY                    | Psychology |                   |
|                                 | SOC                    | Sociology  |                   |

## Training Courses

### CE-CPR Course (Only Open to Enrolled Students)

Prerequisite: None

6 Clock Hours; 0.40 Credit Hours

This training course is designed for all healthcare professionals and workers. The CPR course is designed to provide lay rescuers the fundamental skills and confidence to perform CPR on adults, children, or infants. This course will teach participants how to recognize and alleviate airway obstructions, the proper use of an AED, and the signs, symptoms, and corrective action for a stroke or heart attack.

### CE-HIPAA/Understanding HIPAA for Healthcare Professionals (Only Open to Enrolled Students)

Prerequisite: None

6 Clock Hours; 0.47 Credit Hours

This training course is designed for all healthcare professionals. The course “Understanding HIPAA for Healthcare Professionals” provides a general overview of the Health Insurance Portability and Accountability Act (HIPAA), which included setting uniform standards for protecting the privacy of healthcare information and providing the protection of individual healthcare information against unauthorized access or use without proper consent. This course will discuss the basic principles of HIPAA and use real-life scenarios that can affect the patient and you as a healthcare professional.

### **CE-OSHA/Occupational Safety and Health Act Course for Healthcare Professionals (Only Open to Enrolled Students)**

Prerequisite: None

7 Clock Hours; 0.47 Credit Hours

This training course is designed for all healthcare professionals. The course provides an overview of the Occupational Safety and Health Act, federal agency occupational safety and health responsibilities, and workplace OSHA techniques. Participants are instructed in various OSHA standards. Special emphasis is directed at safety and health hazards that are causing serious injuries and illnesses in the healthcare sector. The course features mock healthcare-related scenarios and the use of safety techniques and laboratory equipment.

### **Department of Biological Sciences**

#### **BIO 101/Principles of Biology**

Prerequisite: None

5 Credit Hours: 4 Lecture Hours + 1 Lab Hour

This course provides a basic understanding of the biological system. Emphasis is placed on cellular structure and function, classification, genetics, evolution, and more. Biological issues with personal and social implications are discussed to enable students to think critically and make informed decisions. Upon completion of this course, the student will have learned about life at the molecular and cellular levels, applied the use of the scientific method for investigation of biological problems, learned how to collect and interpret data, gained competence in performing laboratory activities and its presentation with valid conclusions, and developed insight from exposure to scientific principles to make informed decisions concerning biological and other scientific issues with personal and social implications.

#### **BIO 102/Cellular & Molecular Biology**

Prerequisite: BIO 101 or Consent of Instructor

5 Credit Hours: 4 Lecture Hours + 1 Lab Hour

This course is designed to focus on the comprehensive survey of modern biology with an emphasis on enhancing science literacy. Topics include cell biology (including structure and function), genetics, evolution, systematics, and physiological and scientific explanations of biological processes. Lectures and labs are designed to complement each other. Lectures introduce students to the principles of biological study and our current understanding of biology, while lab activities are designed to provide the exploration of the topics taught in the lecture via observation and experiments.

### **BIO 104/Medical Terminology**

Prerequisite: None

2 Credit Hours

BIO 104 covers basic medical vocabulary for students with a minimal background in the healthcare field. At the end of this course, students will be able to analyze any medical term as to its root, prefix, suffix, as well as its part of speech (noun, verb, adverb, adjective, etc.), demonstrate the ability to relate the medical term to the clinical situation, and effectively communicate with other healthcare members.

### **BIO 200/Evolutionary Biology**

Prerequisite: BIO 101 or Consent of Instructor

4 Credit Hours

This course covers the theory of biological evolution. Topics include the origin, history, and classification of living organisms, genetic variation, genetic drift, natural selection adaptation, sexual selection, speciation, and the application of evolutionary principles to agriculture and human health. Macro- and micro-evolution will be discussed.

### **BIO 201/Human Anatomy & Physiology I**

Prerequisite: None

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

BIO 201 covers basic Human Anatomy and Physiology. Students study general anatomical terminology as well as structure and function as they relate to physiology. Topics covered in this course include basic knowledge, cell biology, various organ systems, as well as the study of the special senses. Student presentations as appropriate to the discipline are part of the course. This course is equivalent to the Illinois articulation Initiative's (IAI) general education generic course numbered CLS 904.

### **BIO 202/Human Anatomy & Physiology II**

Prerequisite: BIO 201 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

As a continuation of Human Anatomy & Physiology I, students study the following systems: endocrine, lymphatic, cardiovascular, digestive, respiratory, urinary, and reproductive. Also included in this course is the study of the special senses. Writing assignments, as appropriate to the discipline, are part of the course. This course is equivalent to the Illinois Articulation Initiative's (IAI) General Education generic course numbered CLS 904.

### **BIO 205/Environmental Biology**

Prerequisite: BIO 101 or Consent of Instructor

3 Credit Hours

This course emphasizes the study of the global ecosystem, its dynamic changes, as well as changes in the features of its population. The effect of human activities on the global ecosystem, including climate change, pollution, and extinction of species, are evaluated.

### **BIO 210/Genetics**

Prerequisite: BIO 101 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

This course covers the basic and advanced concepts in genetics and allows the student to develop critical thinking. Topics include DNA structure and replication, gene expression, prokaryotic and eukaryotic gene structure, gene regulation, recombinant DNA, and population genetics.

### **BIO 250/Pathophysiology**

Prerequisite: BIO 101 or Consent of Instructor

3 Credit Hours

This course provides a review of general principles taught in BIO 101 including cell biology, genetics, and underlying principles of pain. This course also encompasses an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems and deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of diseases pertaining to inflammatory response and pain, the immune system, cardiac and vascular disorders, hematologic and endocrine/metabolic disorders, the respiratory tract, mental health and addictions, neurologic, musculoskeletal, gastrointestinal, integumentary, renal and urinary tracts, and reproductive disorders.

### **BIO 302/Molecular Genetics and Biotechnology**

Prerequisite: BIO 101, BIO 102, & BIO 210 or Consent of Instructor

5 Credit Hours: 3 Lecture Hours + 2 Lab Hours

Students are introduced to the basic concepts in recombinant DNA technology, gene cloning, and its impact on industry, including ideas in bioengineering and biotechnology. Theory and techniques covering molecular biology of polymerase chain reaction (PCR), polyacrylamide gel electrophoresis (PAGE), western blotting, immunochemistry, RNA and DNA isolation and purification, non-coding RNAs and microRNAs (miRNA), cDNA library construction, and screening techniques are explored.

### **BIO 303/Microbiology**

Prerequisite: BIO 101 & BIO 102 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

This course introduces students to the biology of microorganisms (bacteria, fungi, protozoa, and viruses) and includes their identification, growth, and physiology. It also focuses on the importance of microorganisms in human health and disease (mechanisms of pathogens and control of disease) as well as innate and adaptive defense mechanisms. It introduces students to medical microbiology and biotechnology (isolation of DNA, agarose gel electrophoresis, polymerase chain reaction, restriction endonuclease treatment, gene therapy, etc.) using a pathogenic *Helicobacter pyloric* (stomach ulcers) and non-pathogenic *Escherichia coli* bacterial species.

### **BIO 304/Human Embryology**

Prerequisite: BIO 101 or Consent of Instructor

4 Credit Hours

Students study the development of the human body from time of conception through birth. Emphasis is placed on the origin of tissues and organs. Molecular mechanisms for embryonic development are also discussed.

## **Department of Communication**

### **COMM 202/Fundamentals of Speech Communication**

Prerequisite: ENG 101 or Consent of Instructor (Cross-linked with ENG 202)

3 Credit Hours

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students will improve their skills in communicating with others through the preparation and delivery of formal public speeches. This course requires college-level skills in reading and writing. Skills developed include understanding the writing/speaking processes from invention to presentation, the importance of audience, understanding and applying appropriate modes of expression, participating in groups with emphasis on listening, as well as using critical and reflective proficiency in the development of exposition and argument.

### **COMM 203/Fundamentals of Public Relations**

Prerequisite: ENG 101 or Consent of Instructor

3 Credit Hours

The objective of this course is to familiarize students with the basic concepts, principles, and processes of public relations (PR). It is the foundation course in public relations. Students learn about various PR functions, strategies, and communication tools that help organizations build relationships, manage reputation, and engage their audiences.

## **Department of Health Sciences**

### **HS 200/Introduction to Healthcare**

Prerequisite: None

2 Credit Hours

This course provides an overview of the role of various healthcare professions, ethical and legal responsibilities, patient assessment techniques, medical terminology, electronic health records, preventive health and wellness, cultural competence, communication and problem-solving skills. Additional skills taught in this course include vital signs assessment, safe body mechanics and safety, basic first aid, standard & transmission-based infection precautions.

### **HS 201/Introduction to Clinical Research**

Prerequisite: None

3 Credit Hours

This course provides an overview of the concepts of clinical research, including the purpose and protocols implemented in performing clinical research. Students will learn about informed consent, FDA forms and procedures, regulatory documents, initiation visit and close-out visits, clinical safety data management, safety and effectiveness in the development of drugs and devices, compliance and retention, storage and documentation, Institutional Review Boards (IRB) submissions, HIPAA, adverse events and safety monitoring, quality assurance audits and monitor visits, and preparing for FDA audit visits.

### **HS 220/Health & Wellness**

Prerequisite: None

3 Credit Hours

This course presents a detailed description of common diseases related to the cardiovascular system, integumentary system, skeleton system, muscular system, immune system, urinary system, digestive system, reproductive system and respiratory system. The course will provide healthy guidelines and life style for disease management or prevention. The importance of making decisions about healthcare, connection of mind & body, healthy nutrition, and exercise will be explained.

### **HS 222/Introduction to Hospital Patient Care Practices**

Prerequisite: None

2 Credit Hours

This course will briefly cover the general hospital admission process. Students will learn specimen collection and handling procedures, risk factors, complications, quality assurance, and laboratory operations including safety and quality control. Practical instruction provides hands-on training in venipuncture techniques as well as the interpersonal skills needed when working with patients.

### **HS 250/Healthcare in the U.S.**

Prerequisite: None

3 Credit Hours

This course will explain the U.S. healthcare system, health insurance, healthcare professionals, hospitals, primary care, healthcare policy, cost of healthcare services, equity, vulnerable population and technology in healthcare. The course also will integrate the concept of managed care and community healthcare services.

### **HS 251/Fundamentals of Public Health**

Prerequisite: HS 200 & HS 250 or Consent of Instructor

4 Credit Hours

This course will address public health concepts, including the philosophy, purpose, history, and the roles and responsibilities. Students will get an in-depth understanding of the core functions and essential services of public health, as well as the unique roles and responsibilities of public health at different levels of governments.

### **HS 260/Healthcare Practice**

Prerequisite: None

3 Credit Hours

This course offers a broad and comprehensive knowledge of healthcare fields for health and safety professionals who work in hospitals and nursing homes. It provides insight into professional practice issues and the legal implications of license and practice as well as in- depth understanding of rules of practice and the standards of care.

### **HS 270/Integrated Medicine in Modern Healthcare**

Prerequisite: None

3 Credit Hours

This course presents the concept of integrative medicine in an informative, nonjudgmental format on the topics of acupuncture, chiropractic care, herbal medicine, homeopathy, massage therapy, and neuropathic medicine.

### **HS 300/Cultural Competency**

Prerequisite: None

3 Credit Hours

This course will present the concept of culture competency in healthcare and the effect of culture on medical practice, behavior, healthcare team, medical disease, mental disease, and medical care. The cultural consideration of some populations will be explained (e.g., Native American, Muslim, Arab, Jewish, Hispanic).

### **HS 301/Healthcare Ethics & Legal Issues**

Prerequisite: HUM 205 or Consent of Instructor

3 Credit Hours

This course will present healthcare ethics principles in organizations and clinical trials and the legal issues that managers and providers face in healthcare settings. Ethical dilemmas of the 21st century will be discussed (e.g., human cloning, abortion, etc.). The role of healthcare committee members or board in protecting the rights of patients and participants in clinical trials will be explained.

### **HS 310/Epidemiology & Public Health**

Prerequisite: None

3 Credit Hours

This course will introduce students to the broad base of epidemiological knowledge, its applications, and its research methods. Students will explore ways in which variation in disease occurrence is documented and how that variation is studied to understand causes of disease. A generalized track will help them to respond to new emerging situations (new infections, environmental disasters, ongoing public health problems, cardiovascular diseases, obesity and tobacco abuse—to name a few) and other ongoing public health problems.

### **HS 312/Mental Health**

Prerequisite: PSY 101 or Consent of Instructor

3 Credit Hours

A mental disorder due to organic changes in the brain or a disorder primarily because of patient's behavior can become a challenge in the present healthcare system. Current issues and concepts will be introduced in HS 312/Mental Health in order to develop an effective process in evaluating the legal, political, and ethical challenges facing healthcare in the United States.

### **HS 350/Organizational Behavior**

Prerequisite: PSY 101 or Consent of Instructor (Cross-linked with PSY 350)

3 Credit Hours

This course will provide an overview of organizational behavior, values, personality, workplace emotions, work-related stress, stress management, decision-making, job satisfaction, organizational commitment, communicating in teams, communication barrier negotiation in the workplace, leadership in organizational setting, organizational culture, and organizational change. It will explain also the importance of emotional intelligence and critical thinking in solving conflict in the workplace.

### **HS 430/Healthcare Policy**

Prerequisite: None

3 Credit Hours

This course will introduce and explain a list of popular healthcare policies such as abortion, do-not-resuscitate, embryo research, medical needs, parental consent, and vaccine injury compensation program. The course will help students understand the benefits of debate issues and conflict of healthcare policy.

## Department of Humanities & Fine Arts

### **FA 103/Religion in Architecture**

Prerequisite: None

3 Credit Hours

Students in this course can expect to gain an introductory and historical understanding of how religion affects and has affected art and architecture in the last several centuries. A great deal of emphasis will be placed on sacred architecture in Islam, Christianity, and Judaism, and the structural, functional, and aesthetic characteristics attributed to religious buildings in each faith group. This course will survey some important architectural structures in the three major faith groups.

### **HUM 201/World Religions**

Prerequisite: None

3 Credit Hours

This course includes an investigation of the world's major religions, which will give attention to their origin, history, mythology and doctrines. Students are introduced to religions of the world, including Buddhism, Hinduism, Confucianism, Judaism, Christianity, and Islam. Discussions on commonalities and differences amongst these religions are emphasized.

### **HUM 202/World Civilizations**

Prerequisite: None

3 Credit Hours

This course introduces students to a selection of formative historical and contemporary texts in a variety of disciplines (philosophy, social sciences, literature, multicultural, and gender states).

### **HUM 203/Humanities Appreciation**

Prerequisite: None

3 Credit Hours

Humanities Appreciation includes a thematic- or genre-based interdisciplinary study of selected works of art, music, literature, philosophy, and history. Differing subject matter and issues will be discussed and analyzed, with attention directed to the role of humanities in current society.

### **HUM 205/Introduction to Ethics**

Prerequisite: None

3 Credit Hours

Through analyses of readings, films, and discussions/debates, this course attempts to discover by rational methods the truth about right and wrong, good and bad, as well as morality and immorality—otherwise referred to as the branch of philosophy known as ethics. Course content will critically examine existing systems of values and their applications to life situations and help improve students' ability to understand and make ethical choices.

## Department of Language & Literacy

### **ENG 101/English Language and Composition I**

Prerequisite: None

3 Credit Hours

ENG 101 provides an overview of the writing process, including invention, editing/proofreading, style, and voice. English grammar and mechanics, parts of speech, and characteristics of strong sentences and paragraphs are reviewed. Vocabulary expansion is also included. Writings explore a variety of genres, with an emphasis on essays.

### **ENG 102/English Language and Composition II**

Prerequisite: ENG 101 or Consent of Instructor

3 Credit Hours

This course concentrates on the proper understanding and use of the English language in various written genres. It reviews the steps of the writing process, continues the review of grammar and mechanics, requires textual analysis, written summaries, and narrative and persuasive writings both in and out of class, and introduces the basics of writing various types of argument essays.

### **ENG 201/Argument & Rhetorical Analysis**

Prerequisite: ENG 101 or Consent of Instructor

3 Credit Hours

This course concentrates on developing fluency in identifying, analyzing, and writing various types of arguments and rhetorical analyses. Different types of arguments and their uses as well as logical fallacies are examined in detail. Continuous improvement in writing style and voice is a goal so that students develop fluency in composing written responses. This course is designed to help pre-medical students pass the writing sections of the MCAT Exam.

### **ENG 202/Fundamentals of Speech Communication**

Prerequisite: ENG 101 or Consent of Instructor (Cross-linked with COMM 202)

3 Credit Hours

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students will improve their skills in communicating with others through the preparation and delivery of formal public speeches. This course requires college-level skills in reading and writing. Skills developed include understanding the writing/speaking processes from invention to presentation, the importance of audience, understanding and applying appropriate modes of expression, participating in groups with emphasis on listening, as well as using critical and reflective proficiency in the development of exposition and argument.

### **FL 101/Arabic I**

Prerequisite: None

3 Credit Hours

FL 101 is designed to provide a basic knowledge of reading and writing Arabic. Emphasis is placed on spoken Arabic, while literary Arabic is taught in the second course of the sequence. Differences in dialects of various Arabic-speaking regions are also discussed in this class.

### **FL 102/ Arabic II**

Prerequisite: FL 101 or Consent of Instructor

3 Credit Hours

This course deals with Arabic grammar and writing, including sentence structure and delivery of material in writing. Designed as the second course of this sequence, this course emphasizes literary Arabic. An understanding of the language, including written communications, are taught in this course.

### **FL 103/Spanish for Health Professionals**

Prerequisite: FL 101 or Consent of Instructor

3 Credit Hours

FL 103 teaches basic Spanish phrases and Spanish medical terminology that are necessary to provide medical care and attention to Spanish-speaking patients. In addition to workplace Spanish language, discussions cover cross-cultural issues pertinent to the interaction between the Hispanic community and healthcare workers.

### **FL 201/Arabic Oral Communication**

Prerequisite: FL 101 and FL 102 or Consent of Instructor

3 Credit Hours

This course helps develop oral familiarity with the Arabic language using specially designed exercises in pronunciation, rhythm, and stress. Individual readings of modern Arabic works are discussed in class with written and oral components. This course helps to develop the ability to use the Arabic language with fluency.

## **Department of Mathematics & Finance**

### **ACCT 101/Introduction to Accounting**

Prerequisite: None

3 Credit Hours

Introduction to Accounting is a foundational course dealing with concepts and applications of the principle of accounting in business and personal-related recordkeeping. Students will be introduced to different forms, financial statements, and spreadsheets, as well as analyzing accounting records and financial statements.

### **FIN 101/Fundamentals of Budget & Finance**

Prerequisite: None

3 Credit Hours

This course is an introduction to budgeting for business and/or personal revenue and expenditure cycles and understanding the analysis of spreadsheets showing income and expenses of businesses. The concept of budget development, analysis, and variation in the allocated zone are discussed. Financial planning as an integrated part of the budget is also explored.

### **MTH 121/College Algebra/Pre-Calculus**

Prerequisite: None

4 Credit Hours

College Algebra covers basic mathematics using algebraic equations. Topics include polynomial, rational, exponential, logarithmic functions, systems of equations and inequalities, sequences, matrices, and series mathematical matching. Emphasis is placed on algebraic and graphical approaches.

### **MTH 122/Calculus**

Prerequisite: MTH 121 or Consent of Instructor

4 Credit Hours

Calculus covers real numbers and basic properties. Emphasis is on concepts such as algebraic operations involving integer exponents, including scientific notation, polynomial operations, and factoring polynomials, solutions of linear and quadratic equations as well as linear inequalities, solutions and manipulations of literal equations, and graphical and algebraic solutions of systems of linear equations in two variables. Emphases on geometry concepts include perimeter, area of geometric figures, including triangles, rectangles, and circles, and volumes of spheres, cylinders, and pyramids. Applications of problem-solving skills are emphasized throughout the course. Writing assignments are part of the course.

### **MTH 201/Statistics**

Prerequisite: MTH 121 or Consent of Instructor

4 Credit Hours

Statistics examines concepts such as probability spaces, random variables and distribution, laws of large numbers, central limit theorem, joint probability distributions, sampling distributions, theory of estimation, and sample linear regression. The course theme may include biostatistics, which provides an introduction to selected important topics in bio-statistical concepts and reasoning. Specific topics include tools for describing central tendency and variability in data, methods for performing inference on population means and proportions via sample data, statistical hypothesis testing and its application to group comparisons, issues of power and sample size in study designs, and random sample and other study types.

### **MTH 301/Biostatistics**

Prerequisite: MTH 121 or Consent of Instructor

4 Credit Hours

This course provides an overview of bio-statistical methods and gives students the skills to perform, present, and interpret basic statistical analyses. Topics include the collection, classification, and presentation of descriptive data, the rationale of estimation and hypothesis testing, analysis of variance, analysis of contingency tables, correlation and regression analysis, multiple regression, logistic regression, and the statistical control of confounding, sample size and power considerations, and survival analysis.

## **Department of Medical Assisting**

### **MA 110/Medical Law & Ethics**

Prerequisite: None

2 Credit Hours

This course is designed to introduce the students to the legal and ethical issues pertaining to the profession of healthcare field, specifically in relation to medical assisting. This course covers an overview of the law and ethics that relate to patient care, patient-physician relationship, professional liability, drug regulation, and the general code of ethics followed by healthcare professionals, specifically medical assistants.

### **MA 111/Administrative Medical Assisting I**

Prerequisite: None

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

This course is designed to prepare students to perform clerical work in doctors and hospital offices. Topics covered include but are not limited to medical office management, patient reception, appointment scheduling, office facilities, equipment, and supplies, as well as paper and electronic medical records management.

### **MA 112/Administrative Medical Assisting II**

Prerequisite: None

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

This course complements MA 111/Administrative Medical Assisting I and covers topics including but not limited to diagnostic coding, procedure coding, medical insurance, banking and practice finances, and patient billing and collections, all through which formal written communication techniques are emphasized.

### **MA 113/Clinical Medical Assisting I**

Prerequisite: None

5 Credit Hours: 3 Lecture Hours + 2 Lab Hours

This course prepares students to work directly with models and classmates, performing hands-on care and testing under the supervision of the instructor. Students will learn about infection control, examination assisting, vital signs, phlebotomy and blood collection, urinalysis, hematology, the clinical laboratory, microbiology, pulmonary function, pharmacology, administering medications, patient education, nutrition, and mental health.

### **MA 114/Clinical Medical Assisting II**

Prerequisite: MA 113

2.5 Credit Hours: 1 Lecture Hour + 1.5 Lab Hours

Along with MA 113/Clinical Medical Assisting I, this course provides students with the needed hands-on skills to succeed in clinical procedures pertaining to medical assistants. Students will learn to assist with numerous medical specialties, such as but not limited to reproductive and urinary, eye and ear care, pediatrics, geriatrics, minor surgery, medical emergency and emergency preparedness, radiology, electrocardiography.

### **MA 117/Medical Assistant Externship**

Prerequisite: Successful Completion of MA 110, MA 111, MA 112, MA 113, and MA 114

3.5 Credit Hours

Upon successful completion of all of the above-mentioned prerequisite courses, students will participate in a 157.5-clock-hour externship at an approved medical facility. The hands-on training provides students with an opportunity to apply the principles and practices learned in the program. It prepares students for passing the national certification exam and qualifies them for entry-level medical assistant job positions.

## **Department of Physical Sciences**

### **CHEM 100/Chemicals Around Us**

Prerequisite: None

2 Credit Hours

This course is designed as an introductory course for chemistry. Students will learn about the definition of chemicals, identify chemicals in the environment and their multiplication with the industrial revolution, and recognize harmful chemical exposure and the related health risks. Students will also learn about the different government and private agencies that identify chemicals, biomonitoring, and the measures taken to limit the harmful effects.

### **CHEM 101/General Chemistry I**

Prerequisite: None

5 Credit Hours: 3 Lecture Hours + 2 Lab Hours

As an introductory course to chemistry, concepts are explored such as scientific notation, metric system of measurement, the periodic table and its trends, atomic structure, molecular geometry, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, nomenclature, and the relationships governing gaseous behavior. A basic research paper may be part of the course, as deemed necessary by the instructor.

### **CHEM 102/General Chemistry II**

Prerequisite: CHEM 101 or Consent of Instructor

5 Credit Hours: 3 Lecture Hours + 2 Lab Hours

As the second course in the General Chemistry sequence, topics include properties of solutions, solubility acid-base equilibrium, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry, and descriptive topics in organic chemistry. A basic research paper may be part of the course, as deemed necessary by the instructor.

### **CHEM 201/Organic Chemistry I**

Prerequisite: CHEM 101 or Consent of Instructor

5 Credit Hours: 4 Lecture Hours + 1 Lab Hour

This course introduces the fundamentals of organic chemistry including structure, bonding, functional groups, resonance and stereochemistry. Students learn about the general properties, synthesis and reactions of alkanes, alkenes, alkynes and alkyl halide. Introduction to spectroscopic methods used in structural determination of organic molecules such as IR, NMR, UV and MS are also discussed.

### **CHEM 202/Organic Chemistry II**

Prerequisite: CHEM 101 & CHEM 201 or Consent of Instructor

5 Credit Hours: 4 Lecture Hours + 1 Lab Hour

This course builds on the fundamentals learned in Organic Chemistry I, discussing more complex organic compounds and their synthesis and reactions. Compounds such as conjugated dienes, benzene, alcohols, phenols, carbonyl compounds and amines are discussed.

### **CHEM 321/Biochemistry I**

Prerequisite: CHEM 101 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

Students will learn about the foundation of biochemistry and the central role of water in biological systems. Topics include the building blocks of biological molecules in regards to the structural build up (monomers to polymers) forming macromolecules. Furthermore, discussions will address molecular structures of biochemical compounds including proteins and enzymes, lipids, carbohydrates, and nucleic acids, emphasizing the structure-function relationship.

### **PHYS 201/General Physics I**

Prerequisite: MTH 201 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

Students will explore the foundational concepts of physics, including mechanics, heat, wave motion statics, dynamics of a particle and a rigid body, and oscillatory wave motion with application to sound. Writing assignments, as appropriate to the discipline, are part of the course.

### **PHYS 301/General Physics II**

Prerequisite: PHYS 201 or Consent of Instructor

4 Credit Hours: 3 Lecture Hours + 1 Lab Hour

As a continuation of General Physics I, this course explores thermodynamics, vibrations and waves, electrostatics, magnetism, circuits, and optics.

## **Department of Research & Development**

### **RES 115/Physician Shadowing**

Prerequisite: None

1 Credit Hour (Externship Hours)

This class is offered on a Pass/Fail basis to students who are interested in pursuing a medical career. Students will spend 45 hours in select physician offices and hospitals to observe patient treatment and activities of the caregiver. After gaining exposure to overall doctor/patient relationships and office management, students will present a report on their findings.

### **RES 200/College Seminar**

Prerequisite: None

2 Credit Hours (Inside Hours)

This course focuses on topics of interest in the fields of science and medicine through an exploration of trends and guest speakers. Student discussion and participation is a required component of this course.

### **RES 307/Undergraduate Research Seminar**

Prerequisite: None

2 Credit Hours (Inside Hours) (Lecture)

The Undergraduate Research Seminar is intended to guide students through the different stages of conducting research. Students will acquire the skills needed to write and present a proposal. They will conduct rigorous research to answer a specific proposed question. Students will also learn about proper presentation techniques. This course covers topics including planning, research and documentation, writing style and editing, document design, ethics, abstracts, literature reviews, presentation skills and oral presentation of the proposal.

### **RES 399/Externship**

Prerequisite: Consent of Instructor at Least 2 Weeks Before Term Start Date

3 Credit Hours (Externship)

This course provides students with the opportunity to apply their knowledge and skills learned in the health sciences curriculum at an affiliated facility. Students will be exposed to career opportunities and participate in the practical application of their program's learned objectives through hands-on experience at relevant organizations that may include health clinics, companies, laboratories, etc.

### **RES 408/Undergraduate Research Project**

Prerequisite: Satisfactory Completion or Concurrent Enrollment in RES 307/390 & Consent of Instructor at Least 2 weeks before term start date

3 Credit Hours: 1 Lecture + 2 Lab

This course is designed to give students a hands-on experience in carrying out research in different areas of science related to the field of study. Students are required to plan and conduct a research project and submit a paper based on the data derived from the conducted research and lab experimentation.

## **Department of Social & Behavioral Sciences**

### **HIS 101/Middle Eastern History I**

Prerequisite: None

3 Credit Hours

Early Middle Eastern history, specifically the period of 500-1000 A.D, is explored in HIS 101. Concepts include cultural, political, and religious perspectives of the region, as well as the rise and fall of civilizations.

### **HIS 102/Middle Eastern History II**

Prerequisite: HIS 101 or Consent of Instructor

3 Credit Hours

This course deals with the latter history of the Middle East, specifically the period of 1000 A.D. to the present. The rise and decline of Islamic civilization and its political implications are a major emphasis of the course. The course also deals with the cultural, scientific, and economic contribution of this region to world history. Conflicts and their resolutions in the region are also discussed in detail.

### **HIS 103/American History**

Prerequisite: None

3 Credit Hours

American History explores the major developments in the United States from the colonial period to the present. Students will consider the ways in which Americans have extended the Western tradition and America's distinctive cultural contributions.

### **HIS 120/U.S. History & Government**

Prerequisite: None

3 Credit Hours

American history from the formation of the 13 original colonies to present is discussed in detail. American democracy and form of government, as well as the balance system of the U.S constitution is also discussed in this class. The system of social justice and economic disparities in the U.S is analyzed.

### **PSY 101/Principles of Psychology**

Prerequisite: None

3 Credit Hours

This introductory survey course covers the basic concepts of the biological basis of behavior (especially the central and peripheral nervous systems), sense and perception, states of consciousness, learning, memory, motivation, emotions, personality development, psychological disorders, therapies, and social psychology. The basic vocabularies of the discipline as well as social science research methods are examined. A major paper and various topical assignments are required.

### **PSY 201/Principles of Developmental Psychology**

Prerequisite: PSY 101 or Consent Instructor

3 Credit Hours

PSY 201 examines the principles and processes in developmental psychology as well as surveying changes in physical, cognitive, and social-emotional development during the life span. Major theoretical orientations to the growing person are examined.

### **PSY 210/Fundamentals of Social Psychology**

Prerequisite: PSY 101 or Consent of the Instructor (Cross-linked with SOC 210)

3 Credit Hours

This course explores the study of the individual under social influences, including such topics as attitude formation and change, prosocial behavior, aggression, social-influence processes, group dynamics, attribution theory, an interpersonal communication process.

### **PSY 220/Abnormal Psychology**

Prerequisite: PSY 101 & PSY 201 or Consent of the Instructor

3 Credit Hours

A survey of research and theory concerning the nature, origins, and treatment of major psychological disorders is addressed in PSY 220. The course considers behavioral, biological, cognitive, and psychodynamic approaches to understanding psychopathology. Topics may include schizophrenia, mood disorders, anxiety disorders, childhood disorders, and personality disorders.

### **PSY 350/Organizational Behavior**

Prerequisite: PSY 101 or Consent of Instructor (Cross-linked with HS 350)

3 Credit Hours

This course will provide an overview of organizational behavior, values, personality, workplace emotions, work related stress, stress management, decision-making, job satisfaction, organizational commitment, communicating in teams, communication barrier negotiation in the workplace, leadership in organizational setting, organizational culture, and organizational change. It will explain also the importance of emotional intelligence and critical thinking in solving conflict in workplace.

### **SOC 101/Principles of Sociology I**

Prerequisite: None

3 Credit Hours

This introductory survey course covers the basic concepts across various institutions, such as marriage and family, education, religion, work, the media, and political and economic systems. It also addresses social identities, such as race, ethnicity, sex, gender, age, and health. Basic vocabulary of the discipline and research methods for social science are examined. A major research paper and various shorter assignments are required.

### **SOC 201/Principles of Sociology II**

Prerequisite: SOC 101 or Consent of Instructor

3 Credit Hours

As the intermediate course in the Principles of Sociology series, SOC 201 examines social institutions in greater depth than SOC 101. A cross-cultural examination of various constructs, such as marriage and family, race, ethnicity, religion, crime and deviance, and current topics of interest are included. A major research paper is required as well as topical projects of interest.

### **SOC 210/Fundamentals of Social Psychology**

Prerequisite: PSY 101 or Consent of the Instructor (Cross-linked with PSY 210)

3 Credit Hours

This course explores the study of the individual under social influences, including topics such as attitude formation and change, prosocial behavior, aggression, social-influence processes, group dynamics, attribution theory, an interpersonal communication process.

## **SOC 220/Medical Sociology**

Prerequisite: SOC 101 or Consent of Instructor

4 Credit Hours

Medical Sociology, also known as the Sociology of Health and Illness, is a survey course that covers the definitions and interactions of health, wellness, illness, healthcare, and the American medical system. The relationships of social class and the social stratification of society as well as such societal institutions as the political-economic system, education, rural-urban differences, and religion are studied. Additional topics of discussion include medical and sociological models of illness, individual experience of illness, medicalization and de-medicalization of illness, as well as the current access and types of healthcare delivery systems. The role of science in medical care, current issues in medical ethics, and the nature and current issues of third-party payers are also examined.



# NORTHWEST SUBURBAN COLLEGE

## Contact Us:



(847) 290-6425



[admissions@nwsc.edu](mailto:admissions@nwsc.edu)



[www.nwsc.edu](http://www.nwsc.edu)



5999 S. New Wilke Road  
Building 500  
Rolling Meadows, IL 60008